Jan.

REVISED 1/5/15

BOARD OF SELECTMEN MEETING AGENDA
January 5, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **MEETING WITH LEGISLATIVE DELEGATION**

3. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Shayna Micol: Robert's Field Fund Raiser, 3/7/15

   Documents: **ROBERTSFIELD FUNDRAISING FLYER.PDF**

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4. **OPEN SESSION**

5. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

6. **LICENSES**

   -
   - One Day Beer & Wine License: Susan Gates, CCA 1/11/2015
   - One Day Beer & Wine License: Susan Gates, CCA 1/11/2015
   - One Day Beer & Wine License: Ken Drinkwater, CCA 1/24/2015

   Documents: **ONEDAY-1-11-2015.PDF, ONEDAY-1-24-2015.PDF, ONEDAY-1-10-2015.PDF**

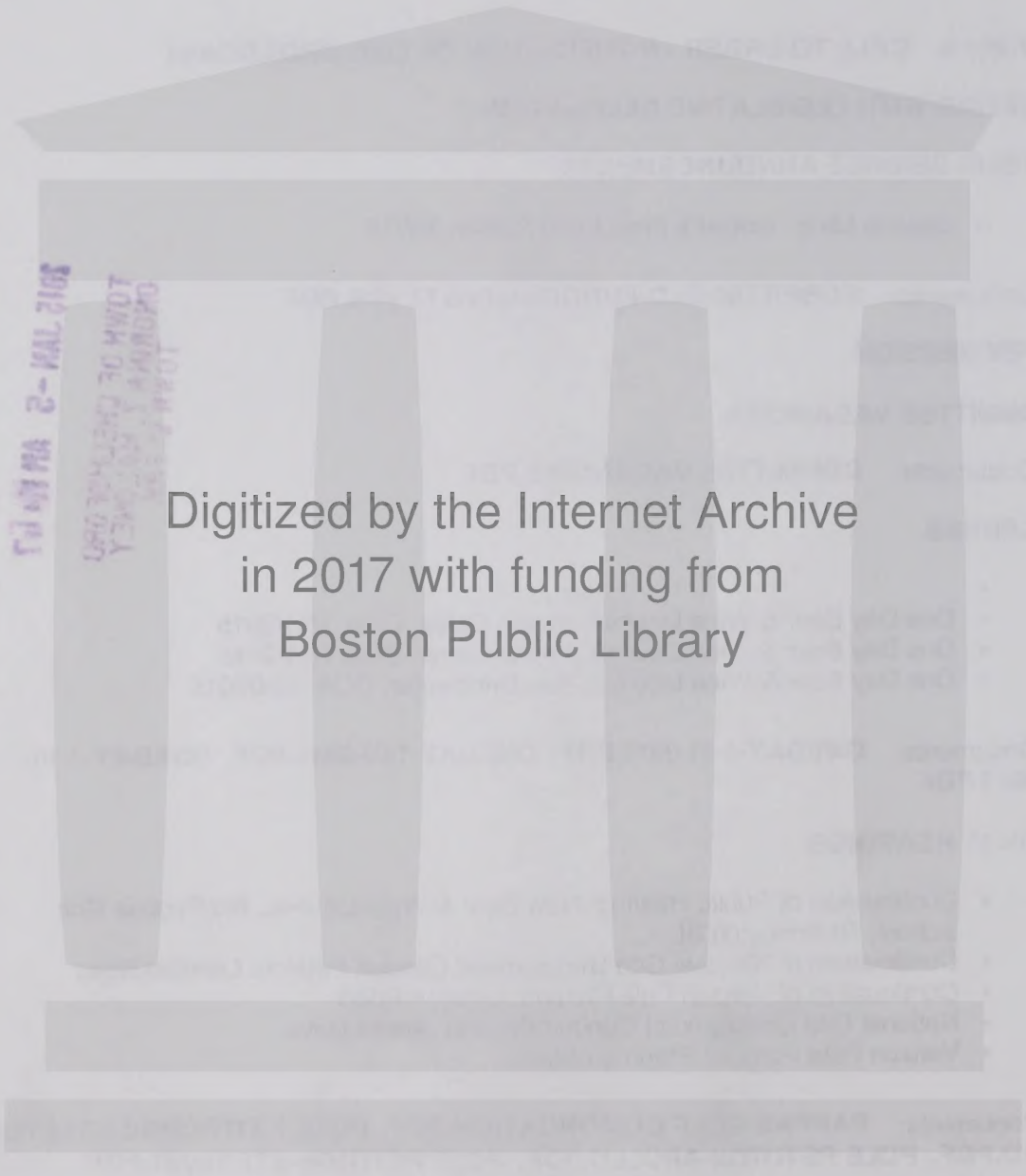
7. **PUBLIC HEARINGS**

   - Continuation of Public Hearing: New Beer & Wine License, Bill Pappas Golf School, 70 Princeton St.
   - Continuation of National Grid Underground Conduit Petition: Littleton Road
   - Continuation of Verizon Pole Petition: Littleton Road
   - National Grid Underground Conduit Petition: Apollo Drive
   - Verizon Pole Petition: Stedman Street

   Documents: **PAPPAS GOLF CONTINUATION.PDF, POLE PETITIONS-LITTLETON RD.PDF, POLE PETITION-APOLLO.PDF, POLE PETITION-STEDMAN.PDF**

8. **TOWN MANAGER REPORTS**

   - Spring Annual Town Meeting Citizen Petitions
   - APR Sheehan Farm
   - Standard & Poor's Credit Rating Report
   - Glenview Landfill January 20th Traffic Meeting
   - Swain Road Landfill Solar Farm
   - Clean Energy Resiliency Grant
   - Robert's Field Renovation Committee



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Documents: **KP-512556-V2-CHEL__SHEEHAN_APR_(FINAL).PDF, TOWN OF CHELMSFORD_MA_12-23-14 .PDF, 20141222 GLENVIEW JANUARY 20TH MEETING FLYER.PDF, MA_173222373_SIS_FINAL.PDF, CLEAN_ENERGY_RESILIENCY_INITIATIVE_GRANT_AWARD.PDF, ROBERTS FIELD MISSION STATEMENT.PDF**

9. DISCUSSION - NEWPORT MATERIALS PROPOSED ASPHALT PLANT, WESTFORD

Documents: **WESTFORD_ASPHALT_PLANT_PB_JAN_2015.PDF, 141208 DECISION NEWPORT LLC V WESTFORD.PDF**

10. DISCUSSION REGARDING EXISTING SNOW PLOWING POLICY

EXISTING POLICY:

5-3 SNOW PLOWING (1998)

It shall be the policy of the Board of Selectmen to instruct the Town Manager when there is an accumulation of three (3) or more inches of snow to have all Town-owned plows and private contractor plows to begin plowing.

This policy is to address public safety emergency response times to makes sure there is adequate protection for residents during snowstorms and our streets will be passable to all motor vehicle traffic.

11. MMA RESOLUTIONS

Documents: **7155-PROPOSED-RESOLUTION-EN.PDF, 7156-PROPOSED-RESOLUTION-EN.PDF, 14103-PROPOSED-RESOLUTION-R.PDF**

12. BID AWARDS

- Dutton House Relocation
- Solid Waste & Recycling Contracts

Documents: **DUTTON HOUSE PROPOSAL-MCCLURE.PDF, DUTTON HOUSE PROPOSAL-SARGENT.PDF, BID AWARD-SW-RECYCLING.PDF**

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13. APPOINTMENTS

- 101 Mill Road Committee
- 7 North Road Committee

Documents: **APPLICATIONS.PDF**

14. MINUTES

- Regular Meeting Minutes: November 10, 2014
- Regular Meeting Minutes: December 1, 2014
- Public Input Minutes: December 8, 2014

Documents: **11-10-14 BOS MINUTES.1.PDF, 12-1-14 BOS MINUTES.1.PDF, 12-8-14 BOS PUBLIC INPUT MINUTES.1.PDF**

15. SELECTMEN LIAISON REPORTS & REFERRALS

16. PRESS QUESTIONS

NEXT REGULAR MEETING: January 26, 2015

REVISED
1/5/15

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Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
January 5, 2015

Attending:
Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM.

Meeting with Legislative Delegation

Senator Mike Barrett and State Representative Tom Golden were present. Senator Barrett explained that funds were earmarked for the razing of UMass/Lowell buildings at their West Campus location, and the new Governor needs to be lobbied for authorization to release the funds. A similar situation exists for the $5 million transportation bond earmarked for improvements in the Center Village; however, this request may need additional information for continued advocacy. The Board agreed to cooperate in whatever way was needed.

Both legislators agreed that Chapter 70 funding is very important, and that change to the formula used for determining funding will come when additional funds become available, as all communities are competing for money. They suggested a coalition of communities could be formed to research the situation, potentially with help from the MMA.

No one at the State level is sure why there is a decline in state collections this year in spite of the economic recovery. Neither legislator would make a commitment regarding Unrestricted General Government Aid for communities.

Senator Barrett pledged to support Chelmsford's Home Rule Petition to allow All Alcohol Licenses to the Center for the Arts and Community Center.

Regarding Early Voting, Mr. Cohen explained how the options for local and primary elections are inconsistent, and Town Clerks are concerned about these elections becoming an unfunded mandate.

Legislation regarding double utility poles has not been addressed.

Selectman Joyce asked how the State can afford providing pay raises for State House employees. Senator Barrett advised that the amount for the raises is not a lot of money, and providing these raises does not affect funding of another issue.

Senator Barrett noted that the new governor is very interested in OPEB reform. He will be sworn in on Thursday.

The Board was thanked for providing this opportunity, and both legislators looked forward to continued communication and collaboration from Town Officials.

Public Service Announcements

Shayna Micol: Roberts Field Fundraiser, 3/7/15

Ms. Micol explained the fundraiser is being held to benefit Roberts Field to make the site more enjoyable to everyone. Grant funding opportunities to make improvements to the site are also being researched. The event will be held from 7:00-11:00PM on March 7, 2015 at the Chelmsford Radisson Hotel.

Open Session

Maggie Marshall, Library Trustee, read a letter from her Board into the record, regarding disposal of the Dutton House. The Board requests the building be salvaged and demolished, as they have been waiting a decade to install a much needed storage facility.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses

One Day Beer and Wine License-Susan Gates, CCA, January 10, 2015

Kit Harbison was present for questions. The event is a concert.

> **Motion:** by Selectman Askenburg to approve a One Day Beer and Wine License for the Chelmsford Center for the Arts on January 10, 2015, for the hours of 7:30PM-11:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License, Susan Julian Gates, CCA, January 11, 2015

Kit Harbison was present for questions. The event is a private party for Chelmsford Telemedia.

> **Motion:** by Selectman Askenburg to approve a One Day Beer and Wine License to the Chelmsford Center for the Arts on January 11, 2015, for the hours of 2:00PM-5:00PM to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License, Ken Drinkwater, CCA, January 24, 2015

Kit Harbison was present for questions. The event is a private birthday party.

> **Motion:** by Selectman Askenburg to approve a One Day Beer and Wine License to the Chelmsford Center for the Arts on January 24, 2015, for the hours of 4:00PM-7:00PM to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Public Hearings

Continuation of Public Hearing: New Beer and Wine License, Bill Pappas Golf School, 70 Princeton St.

Discussion tabled, as the applicant was not present.

Continuation of National Grid Underground Conduit Petition: Littleton Rd.

David Aguiar, from National Grid, reiterated that there is no room for additional equipment on an existing pole on the right side of the applicant's driveway, and so a new pole is needed, from which to run the conduit.

Audience comments:
Atty. Brian Sullivan spoke for Nancy Chen, property owner at 313 Littleton Rd. His client is requesting the new pole be placed in the easement area of 311 Littleton Rd., not on the frontage area of 313 Littleton Rd.

Nancy Chen came forward to state she supported this plan displayed at this meeting, as this is what was presented to the Town Engineer. The conduit runs straight to a pole situated on 311 Littleton Rd.

> **Motion:** by Selectman Askenburg to close the Public Hearing for National Grid Underground Conduit Petition for Littleton Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

> **Motion:** by Selectman Askenburg to approve the Underground Conduit Petition by National Grid to place conduit in the easement area of 311 Littleton Rd., as presented on Plan # 14161161 dated September 23, 2014. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Continuation of Verizon Pole Petition: Littleton Rd.
Joseph Gleason, Right-of-Way Agent for Verizon, was present for the request to place 1 utility pole 70 feet west of Pole 88 to service a condominium development. Mr. Gleason provided a photograph of where the pole will be located to the Board and Mrs. Chen. Mr. Gleason maintained there is no encroachment on the property at 313 Littleton Rd. and the pole will be placed in the public way.

Audience comments:
Atty. Brian Sullivan came forward to show how the plan shown in this petition is different than the plan shown for the conduit petition. The pole appears to be in a different location on the two plans.

Atty. Douglas Hausler, representing the developer of the condominium project, felt the disagreement is an aesthetic issue for Mrs. Chen versus a safety issue for his client. The pole cannot be located on a water main.

> **Motion:** by Selectman Askenburg to close the Public Hearing for Verizon Pole Petition for Littleton Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

> **Motion:** by Selectman Askenburg to approve the Pole Petition by Verizon to place one pole known as Pole 88.5 to be placed as close as possible to the easement area of 311 Littleton Rd. Seconded by Selectman Hanson. Selectman Joyce opposed, all others in favor. **Motion carries.**

National Grid Underground Conduit Petition: Apollo Drive
Dave Aguiar explained he was not aware this request was being heard tonight. He was not provided any information about the request.

Audience comments:
George Rowe, 36 Monmouth Rd. received a letter regarding this petition, and requested to meet with someone from National Grid before the petition goes forward.

Motion: by Selectman Askenburg to continue the Public Hearing for National Grid Underground Conduit petition for Apollo Drive to January 26, 2015, at 7:00PM. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Verizon Pole Petition: Stedman St.
Scott Burns was present for Verizon. The request is to extend service on Stedman St. A pole will be added, and conduit will be run underground. Selectman Hanson asked if the request to add a pole could be contingent on removing a double pole. The list of existing double poles will need to be reviewed.

No comments were received from the audience.

Motion: by Selectman Askenburg to close the Public Hearing for National Grid Underground Conduit Petition for Stedman St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve the Underground Conduit Petition by National Grid as presented on Job 1A dated October 21, 2014, contingent on the removal of a double pole at a location to be determined. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Continuation of Public Hearing: New Beer and Wine License, Bill Pappas Golf School, 70 Princeton St.
The applicant was still not present. No comments were received from the audience.

Motion: by Selectman Askenburg to continue the Public Hearing for a New Beer and Wine License for Bill Pappas Golf School to January 26, 2015, 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports
Spring Annual Town Meeting Citizen Petitions
Today is the deadline for receiving Citizen Petitions. No Petitions were received.

APR Sheehan Farm
The language presented in the document provided to the Board tonight has been agreed to by all three parties involved in the preservation restriction agreement.

Motion: by Selectman Askenburg to approve the Agricultural Preservation Restriction between the Town of Chelmsford and the Chelmsford Land Conservation Trust on three parcels of land on Pine Hill Rd., described in a deed recorded with the Middlesex North District Registry of Deeds in Book 26600, Page 124. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Standard and Poor's Credit Rating Report
The Town received an "AA+" rating. The report is available on the Town's website.

Glenview Landfill January 20th Traffic Meeting
This meeting will be held at the Adams Library from 7:00-9:00PM.

Swain Rd. Landfill Solar Farm
The impact study has been completed, and indicates the project is feasible and can be constructed for an approximate cost of $207,000.00. Town Meeting approval would be needed for a 20 year lease, and there is a potential for residents to participate and benefit from implementing a community solar program. Any

revenue would cover maintenance costs for the program. Selectman Askenburg suggested having a meeting with abutters to explain the options.

Clean Energy Resiliency Grant
An application requesting $448,299.00 was reviewed, and an award of $74,941.00 was granted for an emergency power generator for the McCarthy Middle School because it is an evacuation center location.

Roberts Field Renovation Committee
The committee's Mission statement was read into the record. The Committee will consist of seven people who will serve through June 30, 2016.

Other Announcements
Residents were reminded that nomination papers are available, and the Town election will be held on April 7, 2015.

The Vinal Square Master Plan Public Input Session will be held on January 22, 2015, from 7:00-9:00PM at the Chelmsford Community Center.

The first phase of the Varney Park Master Plan is expected to commence in the Spring.

A Business summit and networking event will be held on January 28, 2015 at the Radisson Hotel from 4:00-7:00PM.

The Historic District Commission voted unanimously to approve the demolition of the old Fire Station building at 7 North Rd. The hazardous material assessment and demolition bids will be the next items of information to be received. The Fire Department will remove the rest of their equipment soon, and the utilities will be shut off.

The Board was advised that they may need to schedule a special meeting to sign paperwork in regard to the purchase of 101Mill Rd. The closing is currently scheduled for January 15, 2015.

The auditor's report on the School Department's finances is being reviewed and will be discussed at the Tri-Board meeting on January 12, 2015.

Discussion: Newport Materials Proposed Asphalt Plant, Westford
A letter reiterating the Board's past concerns was drafted to be sent to the Westford Planning Board. The Land Court has remanded the previous decision to deny the project, back to the Planning Board for a second hearing.

> **Motion:** by Selectman Askenburg to support the letter regarding the proposed asphalt plant, and submit it to the Westford Planning Board. Seconded by Selectman Joyce. Motion carries, 4-0, with Selectman Hanson abstaining.

Discussion Regarding Existing Snow Plowing Policy
Gary Persichetti, DPW Director, summarized past issues with the current policy which does not address situations where snowfall is less than 3 inches. Chairman Wojtas felt this policy should be eliminated to allow the DPW to make discretionary decisions on when roads should be plowed or treated. Selectman Joyce felt this decision should be addressed by the Policy Sub-committee.

A review of the existing policy will be completed at the next Board meeting.

MMA Resolutions

This year's MMA Resolutions are as follows:

-Proposed Resolution Ensuring a Modern and Sustainable Personnel Management and Benefit system to Attract and Retain Public Employees, Provide Excellent Municipal Services, and Ensure Prudent Use of Taxpayer Dollars

-Proposed Resolution Ensuring a Strong and Enduring Fiscal Partnership Between Cities and Towns and State Government in Fiscal 2016 and Beyond.

-Proposed Resolution Relative to Investments in Municipal Capital Projects to Facilitate Economic Growth and Protect the Health and Safety of Citizens.

> **Motion:** by Selectman Askenburg to support the proposed MMA Resolutions as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Bid Awards

Dutton House Relocation

Two offers were received on this proposal. The Board agreed not to support either offer, as one has generated significant abutter opposition, and the other is requesting the Town to cover many of the expenses.

The cost of the demolition will be negotiated between the Town and the Library Trustees.

> **Motion:** by Selectman Askenburg to authorize the Town Manager to begin negotiations with the Library Trustees regarding the sharing of costs related to the salvage and demolition of the Dutton House. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Solid Waste and Recycling Contracts

Selectman Askenburg recused herself from the discussion.

Two companies submitted proposals for the contracts, including appendices for automated pick-up, collection of bulk items, and yard waste removal. Automated pick-up and yard waste pickup options were declined.

> **Motion:** by Selectman Hanson to approve the Town Manager's bid awards for Solid Waste Collection to Republic Services and for Recycling Collection to Waste Management, to include a two-year extension option. Seconded by Selectman Joyce. **Motion carries, 4-0.**

Selectman Askenburg returned at this time.

Appointments

101 Mill Rd. Committee

Seven applications were received for this 7-person Committee.

> **Motion:** by Selectman Askenburg to approve the appointments of Rev. Hugh W. Evans, William Griffin, Brian Latina, Louise Cryts, Jen McGinn, Gary Frascarelli, and Curtis Barton to the 101Mill Rd. Committee for terms to expire December 31, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

7 North Rd. Committee

Each Board member chose an appointee, and the remaining two appointments were chosen by a vote of the Board.

Selectman Dixon chose Glenn Thoren. Selectman Askenburg chose Tom Moran. Selectman Joyce chose Mary Donovan. Selectman Hanson chose Fred Merriam. Chairman Wojtas chose Scott Davidson.

> **Motion:** by Selectman Askenburg to nominate Bill Gerber to the 7 North Rd. Committee. Seconded by Selectman Joyce.
>
> **Motion:** by Selectman Hanson to nominate Brian F. Stripp to the 7 North Rd. Committee. Seconded by Selectman Joyce.
>
> **Motion:** by Selectman Joyce to nominate Paul McDougall to the 7 North Rd. Committee. Seconded by Selectman Hanson..
>
> **Motion:** by Selectman Dixon to nominate Edward Acheson to the 7 North Rd. Committee. Seconded by Selectman Joyce.

Each Board member was allowed to vote for two of the nominated candidates. Edward Acheson, Paul McDougall, and Brian Stripp each received three votes; Bill Gerber received one vote, so he was dropped from the next vote.

Each Board member was again allowed to vote for two of the remaining candidates. Edward Acheson received four votes; Paul McDougall received three votes; Brian Stripp received two votes.

> **Motion:** by Selectman Askenburg to appoint Glenn Thoren, Tom Moran, Mary Donovan, Fred Merriam, Scott Davidson, Edward Acheson, and Paul McDougall to the 7 North Rd. Committee for terms to expire December 31, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-November 10, 2014

> **Motion:** by Selectman Askenburg to approve the Regular Meeting Minutes of November 10, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Regular Meeting Minutes-December 1, 2014

> **Motion:** by Selectman Askenburg to approve the Regular Meeting Minutes of December 1, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Public Input Session Minutes-December 8, 2014

> **Motion:** by Selectman Askenburg to approve the Public Input Session Minutes of December 8, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Hanson:
-The CIVIC Committee will be reaching out to the applicants who were not selected for the new committees with information about other committee opportunities.
-Office Hours will be held on Thursday from 5:00-6:00PM at Panera on Drum Hill Rd.
-It was hoped that everyone's holidays were wonderful.

Selectman Joyce:
-Mr. Cohen reported there was no new information available regarding the lights at Santander Bank.
-A study of light sequencing in Central Square was suggested, as traffic is backing up and sequencing may need to be adjusted.
-Mr. Cohen was asked if follow-up was needed regarding paperwork that should have been filed on work done to the Oddfellows Building.

Selectman Askenburg:
-There will be a School Committee meeting on Tuesday, January 6, 2015 starting a 7:00PM.
-The Board of Health is considering whether to increase the legal age for smoking in Chelmsford to 21. About 40 communities have already taken this measure. They will continue deliberation at their meeting on February 2, 2015.
-Residents were reminded that dog license renewal applications are included with the census forms.

Selectman Dixon:
-Emergency responders to the fire at Summer Place were commended for doing an excellent job with traffic and other residents at the establishment.

Chairman Wojtas:
-A Regional Transportation Plan meeting will be held on January 7, 2015 starting at 6:00PM at the Police Station Community Room to discuss public transportation issues and concerns.
-A Tri-board meeting will be held on January 12, 2015 starting at 7:00PM at the School Administration Office.

Selectman Askenburg asked if the construction at the new Fire Station is complete. Mr. Cohen explained some punch list items are still pending and the building has a temporary occupancy permit. A presentation by the Permanent Building Committee was requested to discuss final costs of the construction.

Press Questions
No one came forward at this time.

Next Regular Meeting: January 26, 2015.

> **Motion:** by Selectman Askenburg to adjourn this meeting at 9:45PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-Roberts Field Renovation Project Event Flyer
-List of Committee Vacancies
-One Day License applications

-Supporting documents for Pappas Golf School On-premise Beer and Wine License

-Supporting documents for Pole Petitions

-Sheehan Farm APR
-Standard and Poor's credit rating report
-Flyer for Glenview Sand and Gravel traffic presentation
-Clean Energy Resilience Grant award document
-Mission statements for Roberts Field Committee
-Supporting documents for proposed Westford Asphalt Plant
-Proposed MMA Resolutions
-Dutton House proposals
-Supporting documents for Solid Waste and Recycling bids
-Committee applications
-Meeting Minutes

BOARD OF SELECTMEN
JOINT W/ SCHOOL COMMITTEE & FINANCE COMMITTEE
MEETING AGENDA
January 12, 2015
School Admin Building, 230 North Road
Chelmsford, MA 01863

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **REPORT ON CHELMSFORD PUBLIC SCHOOLS AUDIT**
   John Sullivan, Melanson Heath

   Documents: CHELMSFORD FINAL REPORT 010615.PDF, TREND ANALYSIS (XLSX).PDF

3. **DISCUSSION REGARDING FY2016 BUDGET**

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2015 JAN -7 PM 4:23
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Town of Chelmsford
Board of Selectmen Minutes
School Administration Building
230 North Rd.
Chelmsford, MA 01824

Tri-Board Meeting MINUTES
January 12, 2015

Board of Selectmen Attending:
Patricia Wojtas, Chairman
Matthew Hanson, Selectman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
George Dixon, Jr., Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

School Committee Attending:
Michael Rigney
Nick DeSilvio (left 9:22PM)
Evelyn Thoren
Barbara Skaar
Al Thomas

Frank Tiano, Superintendent
Ann Marie Fiore, IT Director
Linda Hirsch, Assistant Superintendent
Frank Antonelli, Consultant

Finance Committee Attending:
Sheila Pichette (arr. 7:45PM)
Tom Gilroy
Stratos Dukakis (left 9:40PM)
James Clancy
Kathy Duffet
Margarita Kaliviotas
Patrick Kimera

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00PM. Alana Melanson of the Lowell Sun indicated she was also recording this meeting.

One Day Beer and Wine License-CCC, January 22, 2015
The event is a post meeting ceremony after the Varney Park Master Plan presentation. The request was made by Laura Lee, who is TIPS Certified.

> **Motion:** by Selectman Askenburg to approve a One Day Beer and Wine License for the Chelmsford Community Center for January 22, 2015 for the hours of 8:00PM-10:00PM, to be exercised on the premises at 31 Princeton St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Report on Chelmsford Public Schools Audit
John Sullivan, Melanson Heath

Mr. Sullivan provided a summary of audit actions that have been completed, as well as an Executive Summary report. He noted a consistent pattern in the Business Office of paying certain using General Funds instead of dedicated Revolving Funds, and there were journal entries made to re-allocate funds as more invoices came forward. It is believed that escalating SPED costs and underfunded accounts are the main causes of the deficit. It was recommended that the School Committee should vote on certain adjustments such as unexpected or large expenditures to provide an additional level of control. It was found that multiple purchase orders were liquidated, which is an acceptable practice in situations where the item is not purchased or for over-budgeted items. Use of encumbrances is also an acceptable practice.

Frank Antonelli advised that payroll accounting and reconciliation is now being done for every payroll cycle.

Mr. Rigney advised that the School Committee has not met formally to discuss the latest reports

Mr. Sullivan did not believe the situation could have been avoided, as trend analysis had never been completed. In for the future he suggested that the department establish responsibility centers, so that responsibilities flow through more than one level. He did not feel that items being charged to incorrect accounts was done deliberately, although it was done a lot. He suggested reports be run for each school, and line items be monitored. There was evidence of a plan to fund all the invoices that were found, but the solutions were never acted on. Mr. DeSilvio conceded that no one asked the School Committee to use Circuit Breaker, School Choice or Continuing Education funds until it was too late. Ms. Lussier acknowledged that some requests to transfer funds were denied, and most of the department's revolving accounts have been drained. Going forward, she agreed the department's budget needs to be sustainable.

A summary of Mr. Sullivan's recommendations were to continue the trend analysis to include projections, upgrading the SPED worksheet and reconcile it, provide more comprehensive monthly reports to the management team and School Committee, improve development of the annual budget, and request School Committee Authorization for budget adjustments.

Mr. Tiano provided a handout of information he relied on before the extent of the problem was known. The proposed solutions appeared reasonable. Mr. DeSilvio announced the department was compiling a needs based budget instead of trying to budget within a pre-determined amount. The department cannot operate on the amount they are currently funded, and the needs based budget will show this.

Mr. Sullivan agreed more training is needed in the area of payroll processing, and having an additional person may be helpful. Ms. Lussier disagreed, and felt the existing staff is adequate, but they need to be trained properly. Her department has three people who can handle a larger payroll that includes the school department's checks.

Selectman Askenburg suggested making use of a DOR program offered by the State to look at consolidating certain school and government functions to allow school administrators to focus on education. Ms. Lussier agreed to share information provided from an audit that was done for this purpose 10 years ago. Mrs. Thoren recalled this audit, and there were several issues that prevented any consolidation from taking place at that time.

Discussion regarding FY2016 Budget
Mr. Cohen noted a $765,000.00 deficit being projected by the School Department. He requested information from them so he could better understand their needs. He recalled Town Meeting Representatives being assured there were no more problems. Ms. Lussier provided data on revenues and expenditures through December 31, 2014, and she saw no issues on the general government side. Mr. Cohen provided data on how the Town's budget is allocated and funded, as well as trends over the past five years. Regarding funding for the schools, data was given for Chapter 70 funding, enrollment, Per Pupil Expenditures, Special Education Expenditures, Circuit Breaker Reimbursement, school equipment and technology budget analysis, and average teacher salaries. Enrollment of Chelmsford students at Nashoba Technical High School increased from 133 in 2009 to 173 in 2014. Mr. Cohen noted an increase in multiple fixed costs such as salaries, assessments, health insurance costs, debt service, veterans benefits, and Medicare tax. Available funding and revenues are not increasing at the same rates, and in some categories, funding is decreasing. More information will be available when the Governor's budget is released on March 4, 2015.

A list of capital plan improvements was provided for review. Mr. Cohen acknowledged the desire for Full Day Kindergarten, but current constraints within the school department's budget may not allow this to happen this year. Mr. Cohen was advised by the Board of Selectmen that he must present a balanced budget for Spring Town Meeting. Mr. Rigney advised that the School's preliminary budget would include costs for Full Day Kindergarten.

The next Tri-Board meeting is scheduled for February 2, 2015.

Adjourn

> **Motion:** by Selectman Joyce to adjourn the meeting at 10:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:
-Supporting documents for North Town Hall Advisory Committee One Day Beer & Wine license
-Presentation by Melanson Heath on Chelmsford Public Schools
-Spreadsheet showing school department expenses for FY2012-FY2015
-Narrative report "Agreed-Upon Procedures Report of the Chelmsford Public Schools
-List of FY16 Recommendations from the Capital Planning Committee
-Presentation of Fiscal Year 2016 Budget Projection
-FY2014 Budget Status Report through December 31, 2014
-Superintendent Handout

REVISED
1/26/15 JR

RECEIVED
2015 JAN 26 AM 10:20
TOWN OF CHELMSFORD
DONNA Z. MALONEY
TOWN CLERK

BOARD OF SELECTMEN MEETING AGENDA
January 26, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **OPEN SESSION**

3. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

4. **LICENSES**

   - One Day Beer & Wine License: 1/31/15, 2/6/2015, 2/7/2015, CCA, 1A North Rd.
   - One Day Beer & Wine License: 2/14/15, St. Vartanantz Armenian Church, 180 Old Westford Rd.

   Documents: **ONE-DAY-CCA.PDF, ONE_DAY- ST_VARTANANTZ.PDF**

5. **REPORTS & PRESENTATIONS**

   - John Sousa: Refunding Bond Sale Approval

   Documents: **BOND AUCTION RESULTS 1 13 15XLS.PDF, BONDMOTION-01-26-2015.PDF**

6. **TOWN MANAGER REPORTS**

   - Availability of Package Store License
   - Purchase of 101 Mill Road
   - Draft Spring Annual Town Meeting Warrant

   Documents: **101 MILL ROAD CLOSING DOCS SIGNED.PDF, KP-513688-V1-CHEL__ACCEPTANCE_OF_101_MILL_ROAD_(MEC).PDF, 2015 SPRING ANNUAL TOWN MEETING WARRANT.PDF, 2015 SPRING ATM LIST OF WARRANT ARTICLES.PDF**

7. **BID AWARDS**

   - 7 North Road Demolition

   Documents: **BID-AWARD-DEMO-7-NORTH-RD.PDF**

8. **APPOINTMENTS**

   - Deputy Constables
   - Roberts Field Renovation Committee

   Documents: **DEPUTY CONSTABLE RE-APPOINTMENTS.PDF, ROBERTS FIELD COMMITTEE APPLICATIONS.PDF**

9. **POLICY REVIEW**

- Snow Plowing

Documents: **BOS_POLICY-5.3-SNOWPLOWING.DOCX**

10. **MINUTES**

- Tri-Board Meeting Minutes: September 15, 2014
- Regular Meeting Minutes: Sepember 22, 2014
- Tri-Board Meeting Minutes: October 14, 2014

Documents: **9-15-14 TRI-BOARD MINUTES.1.PDF, 9-22-14 BOS MINUTES.1.PDF, 10-14-14 TRI-BOARD MINUTES.1.PDF**

11. **SELECTMEN LIAISON REPORTS & REFERRALS**

12. **PRESS QUESTIONS**

NEXT REGULAR MEETING: February 9, 2015

RECEIVED
2015 JAN 26 AM 10:20
TOWN OF CHELMSFORD
DONDINA Z. MALONEY
TOWN CLERK

BOARD OF SELECTMEN MEETING AGENDA
January 26, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2015 JAN 22 PM 2:51
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - George Simonian: CHS Alumni Association Hall of Fame Banquet, 3/21/15
   - Tricia Dzuris: WinterFest 2015
   - Kirk Marshall: Arts & Technology Education Fund Grant Season Open, Applications Available

   Documents: **HALL OF FAME-15.PDF, WINTERFEST-FLYER.PDF, ATEF GRANT APPLICATION.PDF, ATEF_AWARDS.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day Beer & Wine License: 1/31/15, CCA, 1A North Rd.
   - One Day Beer & Wine License: 2/14/15, St. Vartanantz Armenian Church, 180 Old Westford Rd.

   Documents: **ONE-DAY-CCA.PDF, ONE_DAY- ST_VARTANANTZ.PDF**

6. **PUBLIC HEARINGS**

   - Continuation of Public Hearing: New Beer & Wine License, Bill Pappas Golf School, 70 Princeton St.
   - Continuation of Public Hearing: National Grid Underground Conduit Petition, Apollo Dr.

   Documents: **PAPPAS GOLF CONTINUATION.PDF, POLE PETITION-APOLLO.PDF**

7. **REPORTS & PRESENTATIONS**

   - Patrick Maloney: Permanent Building Committee Final Report on Fire Headquarters
   - Susan Gates: "Town Hall" sign on CCA building
   - John Sousa: Refunding Bond Sale Approval

   Documents: **FIRE STATION - JANAURY 2015.PDF, FINAL FIRE STATION PROGRESS REPORT-1-15.PDF, BOND AUCTION RESULTS 1 13 15XLS.PDF, BONDMOTION-01-26-2015.PDF**

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- Availability of Package Store License
- Purchase of 101 Mill Road
- Draft Spring Annual Town Meeting Warrant

Documents: **101 MILL ROAD CLOSING DOCS SIGNED.PDF, KP-513688-V1-CHEL__ACCEPTANCE_OF_101_MILL_ROAD_(MEC).PDF, 2015 SPRING ANNUAL TOWN MEETING WARRANT.PDF, 2015 SPRING ATM LIST OF WARRANT ARTICLES.PDF**

9. BID AWARDS

- 7 North Road Demolition

Documents: **BID-AWARD-DEMO-7-NORTH-RD.PDF**

RECEIVED
2015 JAN 22 PM 2 52
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

10. APPOINTMENTS

- Deputy Constables
- Roberts Field Renovation Committee

Documents: **DEPUTY CONSTABLE RE-APPOINTMENTS.PDF, ROBERTS FIELD COMMITTEE APPLICATIONS.PDF**

11. POLICY REVIEW

- Snow Plowing

Documents: **BOS_POLICY-5.3-SNOWPLOWING.DOCX**

12. MA DOR TOWN/SCHOOL FINANCE CONSOLIDATION REVIEW

Documents: **MA_DOR_TOWN-SCHOOL FINANCE CONSOLIDATION REVIEW.PDF, ARLINGTON-TOWN-SCHOOL-FINANCE.PDF, SWAMPSCOTTFINMERGEROCT2014.PDF**

13. MINUTES

- Tri-Board Meeting Minutes: September 15, 2014
- Regular Meeting Minutes: Sepember 22, 2014
- Tri-Board Meeting Minutes: October 14, 2014

Documents: **9-15-14 TRI-BOARD MINUTES.1.PDF, 9-22-14 BOS MINUTES.1.PDF, 10-14-14 TRI-BOARD MINUTES.1.PDF**

14. SELECTMEN LIAISON REPORTS & REFERRALS

15. PRESS QUESTIONS

NEXT REGULAR MEETING: February 9, 2015

Approved 5/11/2015

RECEIVED
2015 MAY 15 PM 3:26
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
January 26, 2015

Attending:
Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. The agenda was abbreviated due to weather conditions.

Public Service Announcement
Winterfest
Selectman Hanson announced that the event schedule is listed on the Library's website. Winterfest will run from February 6-8, 2015, and is open to everyone.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
One Day Beer and Wine License-Susan Gates, CCA, January 31, 2015, February 6, 2015, February 7, 2015
No one was present for questions due to weather conditions. The applicant has had multiple events previously with no issues. The events are a gallery opening and two concerts.

> **Motion:** by Selectman Askenburg to approve three One Day Beer and Wine Licenses for the Chelmsford Center for the Arts on January 31, 2015, for the hours of 7:00PM-11:00PM, for February 6, 2015 for the hours of 5:30PM to 10:00PM, and on February 7, 2015 for the hours of 7:00PM-10:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License, St. Vartanantz Armenian Church, February 14, 2015
No one was present for questions, due to weather conditions. The applicant has had multiple events previously with no issues. The event is a Mardi Gras party.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the St. Vartanantz Armenian Church on February 14, 2015, for the hours of 5:00PM-10:00PM to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

John Sousa: Refunding Bond Sale Approval

Mr. Sousa reported that 10 firms placed bids for this sale. The bonds in question were for the early phases of the sewer construction project and for the construction of the police station.

Motion: by Selectman Askenburg that I, the Clerk of the Board of Selectmen of the Town of Chelmsford, Massachusetts (the "Town"), certify that at a meeting of the board held January 26, 2015, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: That in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund the Town's $13,585,000.00 General Obligation Refunding Bonds, Series B, dated June 15, 2007 maturing on April1 in the years 2016 through 2022 (inclusive), in the aggregate principal amount of $9,515,000.00 (the "Refunded Bonds"), and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

Further Voted: that the sale of the $8,380,000 General Obligation Refunding Bonds of the Town dated January 27, 2015 (the "Bonds"), to Janney Montgomery Scott LLC at the price of $9,593,777.28 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on April 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2016	1,095,000	2.00%	2020	1,265,000	5.00%
2017	1,160,000	4.00	2021	1,310,000	5.00
2018	1,180,000	5.00	2022	1,145,000	5.00
2019	1,180,000	5.00			

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 5, 2015, and a final Official Statement dated January 13, 2015 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectman Askenburg requested a debt schedule of all principal and interest. Mr. Sousa agreed to forward a document to her.

Town Manager Reports

Storm Preparation

Mr. Cohen announced that all emergency management team members will be on call, and the shelter will be opened if needed.

Availability of Package Store License

There is one package store license available due to the previous owner not renewing it.

Purchase of 101 Mill Rd.

The settlement statement was provided to the Board for review. The closing is expected to take place this week. Once accepted, the deed will be recorded and the property will be insured.

Motion: by Selectman Askenburg to accept the deed for 101 Mill Rd. from Middlesex Education Collaborative as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Draft of Spring Annual Town Meeting Warrant

The current list of draft warrant articles was provided to the Board for review. The warrant will be signed by the Board in March. Gary Persichetti explained that in regard to Article 21, some areas cannot have sidewalks due to the layout. The Town Engineer will have a presentation to explain further at a future meeting.

Selectmen Wojtas and Joyce requested that the School Budget be handled as a separate Article from the rest of the budget.

Selectman Askenburg asked if Article 13 could be raised to more than $75,000.00.

Bid Awards

7 North Rd. Demolition

Gary Persichetti explained that 13 bids were received for this project.

> **Motion:** by Selectman Askenburg to approve the Town Manager's bid awards for the demolition of the building at 7 North Rd. to AA Asbestos Abatement Co. of Rhode Island in an amount not to exceed $43,850.00. Seconded by Selectman Hanson. Selectman Joyce opposed, all others in favor. **Motion carries, 4-1.**

> **Motion:** by Selectman Askenburg to approve the Town Manager's bid awards for the asbestos abatement of the building at 7 North Rd. to AA Asbestos Abatement Co. of Rhode Island in an amount not to exceed $28,350.00. Seconded by Selectman Hanson. Selectman Joyce opposed, all others in favor. **Motion carries, 4-1.**

Appointments

Deputy Constables

> **Motion:** by Selectman Askenburg to approve the Town Manager's appointments of Jean Blodgett, Thomas Buntel, Fred Correia, Judith Goffin, Kiernan Lennon, John MacGilvary, John R. Pelletier and Kevin Whippen as Deputy Constables for terms to expire December 31, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Roberts Field Renovation Committee

There were seven applicants to this Committee.

> **Motion:** by Selectman Joyce to approve the Town Manager's appointments of Bill Askenburg, Sherrill Erickson, Carole Martin, Charles Micol, Shayna Micol, Mark Robillard and Gregory Whitney to the Roberts Field Renovation Committee for a term to expire June 30, 2016. Seconded by Selectman Hanson. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Policy Review

Snow Plowing

Selectman Joyce suggested adding language to allow for discretion on when to begin snow plowing. Selectman Wojtas felt any policy was not necessary.

> **Motion:** by Selectman Askenburg to strike policy 5-3-Snow Plowing. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Meeting Minutes

Tri-Board Meeting Minutes-September 15, 2014

> **Motion:** by Selectman Askenburg to approve the Tri-Board Meeting Minutes of September 15, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Regular Meeting Minutes-September 22, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of September 22, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Tri-Board Meeting Minutes-October 14, 2014

Motion: by Selectman Askenburg to approve the Tri-Board Meeting Minutes of October 14, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:
-Hopes everyone stays safe in the upcoming storm.

Selectman Askenburg:
-An announcement was made at last Thursday's Finance Committee meeting that the School Department may have a projected deficit of $736,000.00. They are still finding bills and working through them. Mr. Cohen reported that he has not seen any formal reports for income generated by the Turf Fields rental.

Selectman Joyce:
-Selectman Joyce learned many things at the MMA Conference he attended last weekend.
-

Selectman Hanson:
-Residents were urged to stay safe during the storm.

Chairman Wojtas:
-The LRTA announced that their new garage at Gallagher Terminal will open in February.
-The Senior Center may re-schedule their session on the Circuit Breaker program from Wednesday to Friday depending on the weather.
-The next Tri-Board Meeting will be held on February 2, 2015 starting at 7:00PM at the School Administration office.
-The next regular Board meeting will be held on February 9, 2015.

Selectman Joyce added that there may be a future presentation on the Vinal Square Master Plan. There were lots of questions asked at the Public Input Session held last Thursday.

Press Questions
No one came forward at this time.

Next Regular Meeting: February 9, 2015.

Motion: by Selectman Askenburg to adjourn this meeting at 7:45PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-Winterfest 2015 Event Flyer

-List of Committee Vacancies
-One Day License applications
-Supporting documents for Vote on the Bond refunding sale
-Supporting documents for 101 Mill Rd.
-Committee applications
-Meeting Minutes
-Draft Spring 2015 Town Meeting Warrant
-Bid Award results list for 7 North Rd.
-List of Deputy Constables to be appointed

Cancelled Due to Storm

BOARD OF SELECTMEN MEETING AGENDA
February 9, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - George Simonian: CHS Alumni Association Hall of Fame Banquet, 3/21/15
   - Kirk Marshall: Arts & Technology Education Fund Grant Season Open, Applications Available

   Documents: **HALL OF FAME-15.PDF, ATEF GRANT APPLICATION.PDF, ATEF_AWARDS.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **RESIDENT CONCERN: STANLEY MAZURCZYK**

   Documents: **MAZURCYK-EMAIL.PDF**

RECEIVED
2015 FEB -5 PM 12:55
TOWN OF CHELMSFORD
DONCHA Z. MALONEY
TOWN CLERK

6. **PUBLIC HEARINGS**

   - Continuation of Public Hearing: New Beer & Wine License, Bill Pappas Golf School, 70 Princeton St.
   - Continuation of Public Hearing: National Grid Underground Conduit Petition, Apollo Dr.

   Documents: **PAPPAS GOLF CONTINUATION.PDF, POLE PETITION-APOLLO.PDF**

7. **REPORTS & PRESENTATIONS**

   - Patrick Maloney: Permanent Building Committee Final Report on Fire Headquarters
   - Susan Gates: "Town Hall" sign on CCA building
   - Stephanie Lee, Verizon & Susan Griffin, National Grid: Double Pole Update

   Documents: **FIRE STATION - JANAURY 2015.PDF, FINAL FIRE STATION PROGRESS REPORT-1-15.PDF, CHELMSFORD PLM REPORT 1.21.2015.PDF, DOUBLE POLE.PDF**

8. **TOWN MANAGER REPORTS**

   - Draft Spring Annual Town Meeting Warrant

   Documents: **2015 SPRING ANNUAL TOWN MEETING WARRANT.DOCX, 2015 SPRING ATM LIST OF WARRANT ARTICLES.DOCX**

9. **MA DOR TOWN/SCHOOL FINANCE CONSOLIDATION REVIEW**

DEV CSR
-BSB

Documents: **MA_DOR_TOWN-SCHOOL FINANCE CONSOLIDATION REVIEW.PDF, ARLINGTON-TOWN-SCHOOL-FINANCE.PDF, SWAMPSCOTTFINMERGEROCT2014.PDF**

10. APPOINTMENTS

- CIVIC Committee (1) 3 year term ending 6/30/2017
- Community Preservation Fund Committee (2) 3 year term ending 6/30/2017
- TREE Committee (1) unexpired 3 year term ending 6/30/2016

Documents: **COMMITTEE APPLICATIONS.PDF**

11. MEETING MINUTES

12. SELECTMEN LIAISON REPORTS & REFERRALS

13. PRESS QUESTIONS

Next Regular Meeting Date: February 23, 2015

RECEIVED
2015 FEB -5 PM 4:55
TOWN OF CHELMSFORD
DONNA Z. MALONEY
TOWN CLERK

DEV NEO

BOARD OF SELECTMEN MEETING AGENDA
February 23, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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   - Kirk Marshall: Arts & Technology Education Fund Grant Season Open, Applications Available
   - Tricia Dzuris: Snowcrew.org Help dig out your neighbors!

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RECEIVED
2015 FEB 19 PM 2:14
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: COMMITTEE VACANCIES.PDF

5. **RESIDENT CONCERN: STANLEY MAZURCZYK**

   Documents: MAZURCYK-EMAIL.PDF

6. **LICENSES**

   - One Day Beer & Wine License: All Sports Boosters Organization, James Young CCA, 3/14/2015

   Documents: 1 DAY.PDF

7. **PUBLIC HEARINGS**

   - Transfer of Beer & Wine Restaurant License: Jimmy's Pizza and Subs, 2 Alpine Lane
   - Continuation of Public Hearing: New Beer & Wine License, Bill Pappas Golf School, 70 Princeton St.
   - Continuation of Public Hearing: National Grid Underground Conduit Petition, Apollo Dr.
   - Comcast Cable Television License Ascertainment: Pete Pedula

   Documents: JIMMYS.PDF, PAPPAS GOLF CONTINUATION.PDF, POLE PETITION-APOLLO.PDF, CTM 10YR PLAN PACKET REV. 5.PDF, CTM BOS 2015-02-23.PDF

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   - Patrick Maloney: Permanent Building Committee Final Report on Fire Headquarters
   - Susan Gates: "Town Hall" sign on CCA building
   - Stephanie Lee, Verizon & Susan Griffin, National Grid: Double Pole Update

DAVIES-TEN

Documents: FIRE STATION - JANAURY 2015.PDF, FINAL FIRE STATION PROGRESS REPORT-1-15.PDF, CHELMSFORD PLM REPORT 1.21.2015.PDF, DOUBLE POLE.PDF

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- Draft Spring Annual Town Meeting Warrant

Documents: 2015 SPRING ANNUAL TOWN MEETING WARRANT.PDF, 2015 SPRING ATM LIST OF WARRANT ARTICLES.PDF

10. FINCOM DRAFT LETTER TO NASHOBA REGARDING BUDGET

Documents: DRAFT LETTER NASHOBA.PDF

11. MA DOR TOWN/SCHOOL FINANCE CONSOLIDATION REVIEW

Documents: MA_DOR_TOWN-SCHOOL FINANCE CONSOLIDATION REVIEW.PDF, ARLINGTON-TOWN-SCHOOL-FINANCE.PDF, SWAMPSCOTTFINMERGEROCT2014.PDF

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Documents: COMMITTEE APPLICATIONS.PDF

RECEIVED
2015 FEB 19 PM 2:14
TOWN OF CHELMSFORD
DONORINA Z. MALONEY
TOWN CLERK

13. MEETING MINUTES

Regular Meeting Minutes: January 5, 2015

Documents: 1-5-15 BOS MINUTES.1.PDF

14. SELECTMEN LIAISON REPORTS & REFERRALS

15. PRESS QUESTIONS

16. EXECUTIVE SESSION: CONSIDER THE PURCHASE OF REAL PROPERTY

Next Regular Meeting Date: March 9, 2015

Approved 4/13/2015

RECEIVED
2015 APR 21 PM 4:02
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
February23, 2015

Attending:
Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. Alana Melanson of the Lowell sun indicated she was also recording the meeting.

The Pledge of Allegiance was led by Cub Scout Pack 107.

Public Service Announcements
George Simonian: CHS Alumni Association Hall of Fame Banquet, March 21, 2015
Mr. Simonian announced the inductees, and explained the event will start at 5:30PM at the Radisson in Nashua, NH. This year marks the 25th anniversary of this event.

A Proclamation was read by Selectman Askenburg, and accepted by Mr. Simonian.

Kirk Marshall: Arts and Technology Education Fund Grant Season Open, Applications Available
Mr. Marshall announced that grant applications are being accepted until March 31, 2015. Award recipients will be announced in June. Grant guidelines were read into the record.

Tricia Dzuris: Snowcrew.org Help dig out your neighbors!
Mr. Cohen announced that volunteers and those requesting assistance could apply online through the SeeClickFix application on the town website.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Resident Concern: Stanley Mazurczyk
Mr. Mazurczyk, 5 Aberdeen Rd., explained he was looking for guidance on what is considered to be a reasonable level of noise regarding concerns he's raised with the Police Department over a neighbor's annual party, where staging for musical entertainment is located about 50 feet from his house. There are many cars parked on the street which makes travel difficult.

Police Chief James Spinney came forward to explain that this event has been occurring since 2011, and Mr. Mazurczyk is the only complaint they receive each year. Hourly checks are done during the event, and a number of officers reported that the level of noise does not constitute a disturbance. No issues were noted regarding traffic safety. The event ends at 10:00PM, and music levels are turned down after that time. The Board of Health has a machine that measures noise levels, but it has not been used for this event.

Chairman Wojtas advised there was nothing the Board could do to change the bylaw. She suggested that Mr. Mazurczyk contact the Board prior to the next event, and some Board members could drive by to witness the noise.

Mr. Mazurczyk concluded that several neighbors have moved out of this neighborhood, but he was not positive it was because of all the noise.

Licenses

One Day Beer and Wine License-All Sports Boosters Organization, James Young, CCA, March 14, 2015

No one was present on behalf of the applicant. The Board agreed that past events were held responsibly and have raised no concerns.

> **Motion:** by Selectman Askenburg to approve a One Day Beer and Wine License for the Chelmsford High All Sports Boosters Organization on March 14, 2015, for the hours of 7:00PM-11:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Public Hearings

Transfer of Beer and Wine Restaurant License: Jimmy's Pizza and Subs, 2 Alpine Lane

Mladin Nikolov is the new owner of the business. He explained he is TIPS certified, and the previous manager still works for the business. There will be no changes to the menu, seating, or the name, as all are working successfully.

There were no audience comments.

> **Motion:** by Selectman Askenburg to close the Public Hearing for the Transfer of Beer and Wine Restaurant License for Jimmy's Pizza and Subs. Seconded by Selectman Joyce. **Motion carries, unanimous.**

> **Motion:** by Selectman Askenburg to approve the Transfer of Beer and Wine Restaurant License for Jimmy's Pizza and Subs. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Continuation of Public Hearing: New Beer and Wine License, Bill Pappas Golf School, 70 Princeton St.

Mr. Pappas presented a letter from his landlord, an updated lease agreement and proof of TIPS certification as requested by the Board at the previous hearing.

There were no comments from the audience, and no further questions from the Board.

Motion: by Selectman Askenburg to close the Public Hearing for a New On-premise Beer and Wine License for Bill Pappas Golf School. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve the application for General On-Premises Wine and Malt Beverages Only License for Pappas Golf School to be exercised on the premises at 70 Princeton St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Continuation of Public Hearing: National Grid Underground Conduit Petition: Apollo Drive
A representative from National Grid was not available tonight. The applicant has requested continuance.

Motion: by Selectman Askenburg to continue the Public Hearing for National Grid Underground Conduit petition for Apollo Drive to March 9, 2015, at 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Comcast Cable Television License Ascertainment: Pete Pedulla
Mr. Pedulla provided a recap of past improvements and future projects for Chelmsford Telemedia. The station has been serving Chelmsford since 1984. Much of their funding is obtained through cable television user fees. Mr. Pedulla presented a 10 year plan highlighting enhancements and equipment upgrades the station would like to complete. The station recognizes that future revenues will decrease as more subscribers go to internet viewing and satellite dish television.

Audience Comments:
Dr. Matt Beyranevand is the host of a show called "Math with Matthew", and he urged the Board to do everything they could to continue this service to the Town.

Sean McDonald is a 2012 CHS graduate who felt his experience with the station was invaluable and has helped him tremendously with his studies in college.

Becky Hermann, Public Library Director, receives a lot of feedback on their show "Storytime" and feels the community appreciates the station's efforts.

Tom Christiano, 6 Drew Circle, has hosted shows for 20 years and supports a push for HD television. He believes a local station helps bring a community together.

Bill Campbell said the staff is great and asked for support for the station.

Joseph Daly, CHS Junior, advised fellow students appreciate the services offered by the station.

Kelly Beatty, President of the CTM Board, noted the station has won many awards, and helps with projects outside of Chelmsford as the quality of the programming is very high. He urged support for a higher contribution rate from cable users, and to have a midpoint assessment with Comcast.

Motion: by Selectman Askenburg to close the Public Hearing for the Comcast Cable Television License Ascertainment. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations
Patrick Maloney: Permanent Building Committee Final Report on Fire Headquarters
Vertex and MUNIS reports were submitted to the Board for review. Contractors are finalizing their documentation and final bills, and the project should be closed out by the end of June. Issues with the

elevator are still being negotiated, and other minor issues are being resolved. Contractors are sending required reports and prices and warranties are being monitored. There is $526,000.00 in funding left for final bills. Fire Department personnel seem thrilled.

Selectman Askenburg requested a report for actual vs. budgeted expenses once the project is closed out. Mr. Maloney advised this is available on the MUNIS report. Selectman Askenburg will follow up with Mr. Maloney on what information she is looking for.

Susan Gates: "Town Hall" sign on CCA building
Mrs. Gates advised that the former "Chelmsford Town Hall" sign was not put back on the building as it creates confusion for visitors actually looking for the Town Offices. A letter was received from the E911 Committee recommending against installing the sign as a public safety issue. Historically, the sign did not appear until 1955, and 2 markers are installed that are official historic signs. The building has been repurposed as an arts center and performance venue.

Selectman Joyce advised he did not agree with Ms. Gates' assessment regarding public confusion, as the North Town Hall building was also repurposed, and still has a Town Hall sign installed. He also felt the current Center for the Arts sign is not historic looking. Mrs. Gates advised the current marquis was approved by the Historic District Commission and the Building Inspector.

Stephanie Lee, Verizon; and Susan Griffin, National Grid: Double Pole Update
Ms. Lee provided the latest double pole report, and summarized work completed over the past year. An upgraded system is being installed that should make coordinating work between carriers easier and quicker. Mr. Cohen requested that older poles be addressed first.

Town Manager Reports
Draft Spring Annual Town Meeting Warrant
The latest draft of the Spring Town Meeting warrant has 23 articles, and the final document will be signed by the Board in 2 weeks.

Other Announcements
A proposed FY2016 Operating Budget should be ready for review in two weeks. Assessments and Health Insurance rates are expected to increase; more information is forthcoming, as is the governor's budget.

DPW employees were thanked for their efforts with the snow and cold in February. Residents were also thanked for their understanding as frustration levels are high and it's been a challenging time. Roofs on municipal buildings are being monitored. The Town will apply for FEMA reimbursement, which could be up to $175,000.

Fincom Draft Letter to Nashoba Regarding Budget
A draft letter was presented to the Board for their support. The letter is requesting more information and a presentation by the Nashoba Valley Technical High School administration to justify their assessment request.

Motion: by Selectman Askenburg for the Board of Selectmen to sign and submit the letter to Dr. Klimkiewicz of the Nashoba Valley Technical High School. Seconded by Selectman Hanson. Selectman Joyce opposed, all others in favor. **Motion carries.**

MA DOR Town/School Finance Consolidation Review

Selectman Askenburg provided the board with additional information regarding this program. Reports from Arlington and Swampscott were provided as examples. Chairman Wojtas and Selectman Hanson advised they would support the review as long as it was done after recommendations proposed in the Melanson-Heath audit were implemented.

> **Motion:** by Selectman Askenburg to support a MA DOR Town/School Finance Consolidation Review and to authorize the appropriate personnel to begin the application process. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Appointments
CIVIC Committee (1) 3 year term ending 6/30/2017

> **Motion:** by Selectman Askenburg to approve the appointment of Annasophia M. Salvia to the CIVIC Committee for a term to expire June 30, 2017. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Community Preservation Fund Committee (1) 3 year term ending 6/30/2017

> **Motion:** by Selectman Askenburg to approve the appointment of Judith Carven to the Community Preservation Fund Committee for a term to expire June 30, 2017. Seconded by Selectman Joyce. **Motion carries, unanimous.**

TREE Committee (1) unexpired 3 year term ending 6/30/2016

> **Motion:** by Selectman Askenburg to approve the appointment of Dorothy M. Boisvert to the TREE Committee for a term to expire June 30, 2016. Seconded by Selectman Joyce. **Motion carries, unanimous.**

7 North Rd. Committee
This Committee had a resignation of Selectman Askenburg's candidate, and she was asked to choose a new candidate.

> **Motion:** by Selectman Askenburg to approve the appointment of David Antonelli to the 7 North Rd. Committee for a term to expire December 31, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Meeting Minutes
Regular Meeting Minutes-January 5, 2015

> **Motion:** by Selectman Askenburg to approve the Regular Meeting Minutes of January 5, 2015, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals
Selectman Hanson:
-Mr. Cohen was asked to follow up on Home Rule Petitions with local legislators.
-NMCOG is continuing to follow up on the Hazard Mitigation Plan for the Williamsburg Condominiums. Partial approval may be considered.
-NMCOG is anticipating approval for a second round of DLTA Grant funding which could be applied for to look at more regional transportation issues.
-Office Hours will be held on Thursday from 5:00-6:00PM at Panera on Drum Hill Rd.

Selectman Joyce:
-Mr. Cohen was asked to follow up with Santander Bank again regarding two lights that are not working.
-Mr. Cohen confirmed that the Finance Committee authorized the Town Manager to exceed the Snow and Ice budget amount; and that MUNIS expenses will be covered from the Finance Committee Reserve Fund.
Selectman Askenburg:
-In response to complaints regarding truck traffic on Stedman St., Selectman Askenburg contacted Mass DOT. They suggested having a Planning Study done, and she requested that Mr. Cohen begin the process of applying for such a study. Mr. Cohen will reach out to NMCOG, and asked that this be put on a future agenda for more discussion.
-The 101 Mill Rd. Committee is getting organized and looking at objectives and ideas for the property.
-The Board of Health will meet on March 2, 2015.
-The Finance Committee is meeting February 26, 2015.
-The School Committee is meeting on February 24, 2015. .

Selectman Dixon:
-Wishes for a speedy recovery were given for Kathy O'Brien and Len Olenchak.

Chairman Wojtas:
-The Center Water District recognized the Town for municipal water use reductions.
-Author Chris Bohjalian will present at McCarthy Middle School on March 19, 2015 at 7:00PM. He is the author of "The Sandcastle Girls", which is this year's One Book selection.
-The Annual Chelmsford Volunteer Fair will be held March 28, 2015 at the Chelmsford Senior Center, from 10:00AM-noon. Registrations are due as soon as possible.
-Condolences were expressed for the passing of Kathleen Howe. Ms. Howe spent many years volunteering in Chelmsford.

Press Questions
Alana Melanson of the Lowell Sun asked Selectman Askenburg if she knew who the School Committee member was that was making calls in regard to the Town/School Finance Consolidation Study. Selectman Askenburg did not know.

> **Motion:** by Selectman Askenburg to enter into Executive Session, not to return to Regular Session, for the purpose of discussing the consideration of the purchase of real property. Seconded by Selectman Joyce.
> **Roll Call Vote:**
> Selectman Hanson: Aye
> Selectman Joyce: Aye
> Selectman Dixon: Aye
> Selectman Askenburg: Aye
> Chairman Wojtas: Aye

Regular Session was adjourned at 10:25PM

Next Regular Meeting: March 9, 2015.

Respectfully Submitted,

Approved 4/13/2015

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Announcement of Chelmsford High School Alumni Association Hall of Fame inductees, and proclamation
-Chelmsford ATEF Grant Application and list of past Award Recipients
-Snowcrew.org flyer
-List of Committee Vacancies
-Supporting documents regarding Stanley Mazurczyk
-One Day License application
-Supporting documents for Transfer of License-Jimmy's Pizza and Subs
-Supporting documents for Bill Pappas Golf License
-Supporting documents for National Grid Conduit Petition
-Presentation for Chelmsford Telemedia
-Supporting documents for Final Report on the Fire Headquarters
-Double Pole Summary List
-Spring Town Meeting Warrant-draft
-Draft letter to Nashoba Valley Technical High School
-Supporting information regarding MA DOR Consolidation Review
-Committee Applications
-Draft Minutes

Released 10/26/15

Approved & HELD 9/28/2015

TOWN OF CHELMSFORD
BOARD OF SELECTMEN MINUTES – Executive Session
February 23, 2015
Town Offices
50 Billerica Rd.
Chelmsford, MA 01824

Attending:
Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
George Dixon, Jr., Selectman
Matthew Hanson, Selectman

Paul Cohen, Town Manager

The purpose of this Executive Session was the discussion of the value and/or use of several Real Estate parcels.

161 High Street

This is an approximate 7-acre parcel of dry land, with multiple buildable lots. The Town Manager reported that neither the Chelmsford Land Conservation Trust nor the Community Preservation Fund Committee has sufficient funds to purchase this property at this time. The Chelmsford Housing Authority may have some interest. It is assessed for $377,200, but would likely cost the potential purchaser significantly more, because of its location and frontage to High Street.

School Street – Railroad Freight House

PAN AM is the owner of this property. They have reached out to the Town to determine any interest in acquiring the property. Several members of the Historic Commission have expressed an interest in preserving the structure, although future uses have not been identified.

> **Motion:** by Selectman Askenburg to direct the Town Manager to reach out to PAN AM regarding this property, with the expectation that it could be acquired at little or no cost to the Town. Seconded by Selectman Joyce.
> **Roll call vote:**
> **Selectman Joyce: Aye.**
> **Selectman Askenburg: Aye.**
> **Selectman Dixon: Aye.**
> **Selectman Hanson: Aye.**
> **Chairman Wojtas: Aye.**

Spring Street – McCoy Property

This is a parcel of wet land that potentially has value to the North Chelmsford Water District, but little or no use to the Town.

> **Motion:** by Selectman Askenburg to notify the property owner that the Town has no interest in acquiring this property. Seconded by Selectman Joyce.

Roll call vote:
Selectman Joyce: Aye.
Selectman Askenburg: Aye.
Selectman Dixon: Aye.
Selectman Hanson: Aye.
Chairman Wojtas: Aye.

Adjournment:

Motion: by Selectman Askenburg to adjourn at 10:45PM. Seconded by Selectman Joyce.
Roll call vote:
Selectman Joyce: Aye.
Selectman Askenburg: Aye.
Selectman Dixon: Aye.
Selectman Hanson: Aye.
Chairman Wojtas: Aye.

BOARD OF SELECTMEN MEETING AGENDA
March 9, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2015 MAR -5 PM 2:57
TOWN OF CHELMSFORD
ONORINA T. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Lynn Gollands: Annual Greater Lowell Walk for Hunger, 4/4/15

   Documents: **GLWFH POSTER.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - Common Victualer License: Dunkin' Donuts, 18 Boston Rd.

   Documents: **DUNKIN DONUTS 18 BOSTON RD.PDF**

6. **PUBLIC HEARINGS**

   - Continuation of National Grid Underground Conduit Petition: Apollo Dr.

   Documents: **12101 - APOLLO DR_REV 3.PDF, EASE_ 150- REV_VSD.PDF, FEBRUARY 2015 APOLLO DR.PDF**

7. **REPORTS & PRESENTATIONS**

   - Erik Merrill: Kennel Fees
   - Mike Rigney: Status of Audit Report Recommendations
   - Steve Jahnle: Street Acceptances

   Documents: **KENNEL FEES-EMAIL.PDF, BITTERSWEET LANE-STREET ACCEPTANCE MOTION-LAYOUT.PDF**

8. **TOWN MANAGER REPORTS**

   - FY 15 and FY 16 Budget Update

   Documents: **LOCALAID-EMAIL-03-05-2015.PDF, LOCAL AID.PDF, SNOWANDICEEXP-03-05-2015.PDF**

9. **SIGN ANNUAL SPRING TOWN MEETING WARRANT**

   Documents: **2015 SPRING ATM LIST OF WARRANT ARTICLES.PDF, 2015 SPRING ANNUAL TOWN MEETING WARRANT.PDF, 24 LINWOOD EASEMENT.PDF, 40 WILSON.PDF**

10. APPOINTMENTS

- Holiday Decorating Committee: 1 year term expiring 12/31/2015

Tricia Dzuris
Erik Merrill
Vivian Merrill
Sarah Romano
Santiago Rios
Gary Samarjian
Sharon Smith
Colleen Stansfield
Elizabeth Twombly

- Historic District Commission Alternate Member: unexpired 1 year term ending 6/30/2015

Deb Taverna

Documents: **CHELMSFORD HISTORIC DISTRICT.PDF**

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

Next Regular Meeting Date: March 23, 2015

RECEIVED
2015 MAR -5 PM 2:57
TOWN OF CHELMSFORD
DORINA F. MALONEY
TOWN CLERK

Approved 6/1/2015

RECEIVED
2015 JUN -8 PM 2:05
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
March 9, 2015

Attending:
Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Not Present: Robert Joyce, Clerk

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. Alana Melanson of the Lowell Sun indicated she was recording the meeting.

Public Service Announcements
Lynn Gollands: Annual Greater Lowell Walk for Hunger, April 4, 2015
Ms. Gollands invited everyone to this Annual Event which helps many local charities throughout the Greater Lowell area. Contact information was provided.

Open Session
Kathy Simmon for Chelmsford Women of Today announced their annual "Spare the Violence" Bowl-a-Thon will be held on March 22, 2015. Registrations are due by March 15, 2015.

Committee Vacancies
Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

A letter of resignation was received from Paul Haverty on the Board of Appeals, and there will be an appointment to the Nashoba Valley School Committee heard at the Board's March 23, 2015 meeting.

Licenses
Common Victualer License: Dunkin' Donuts, 18 Boston Rd.
Brittany Briggs was present on behalf of Dunkin' Donuts. The new shop will have 35 seats, and they hope to be open in early April.

The hearing will be continued to March 23, 2015. No motion was made.

Public Hearings
Continuation of Public Hearing: National Grid Underground Conduit Petition: Apollo Drive
A representative from National Grid explained the request is being made to accommodate equipment upgrades. Private property issues have been resolved, and written easements are in place.

No comments were received from the audience, and there were no further comments from the Board.

Motion: by Selectman Askenburg to close the Public Hearing for National Grid Underground Conduit petition for Apollo Drive Seconded by Selectman Hanson. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve the Petition for National Grid Underground Conduit for Apollo Drive as presented and to include conditions as outlined in a memo of February 24, 2015 from Christina Papadopoulos, Senior Civil Engineer. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Reports and Presentations

Erik Merrill: Kennel Fees

Animal Control Officer Erik Merrill requested the Board to consider increasing kennel fees from $15.00/day to $30.00/day. He noted that standard rates in surrounding towns range between $25.00 to $32.00/day. The fee was last increased in 2005 from $5.00/day to $15.00/day. The Board felt an increase to $25.00/day was sufficient.

Motion: by Selectman Askenburg to approve the increase of the Chelmsford Dog Pound Kennel fees from $15.00/day to $25.00/day effective immediately. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Mike Rigney: Status of Audit Report Recommendations

Mr. Rigney provided a presentation that went through each recommendation and outlined the actions taken to date.

The proposal for Full Day Kindergarten will be delayed for another year while logistics concerns are figured out.

Steve Jahnle: Street Acceptances

Mr. Jahnle described conditions on Bittersweet Lane, and advised that plowing would continue to be done by a private contractor.

Motion: by Selectman Askenburg to approve the intention to lay out a portion of Bittersweet Lane as a public way known as "Bittersweet Lane" as shown on a plan entitled "Road Acceptance Plan in Chelmsford, MA," dated August 14, 2014 and revised January 9, 2015, prepared by Hancock Associates, and to forward the proposed layout as shown on the plan to the Planning Board for its comments and recommendations pursuant to G.L. c. 41, subsection 81I. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Town Manager Reports

FY15 and FY16 Budget update

The snow/ice budget has a deficit of $476,763.00. MEMA has announced that some communities will be eligible for reimbursement up to 75%, and information has been submitted.

Regarding Local Aid figures, Chelmsford will see a net increase in Aid of $28,223.00. The Town will see significant budgetary increases in Health Insurance Premiums as well as Retirement and Nashoba Valley Technical High School assessments. No agreements have been reached with several collective bargaining units. Overall costs are still exceeding projected revenues.

The Board was advised that a level service budget will be presented that will require a withdrawal from the stabilization fund which would be reimbursed in the Fall through a Free Cash transfer as a way to present a balanced budget as the Board has requested.

Sign Annual Town Meeting Warrant

The final Spring Town Meeting Warrant will have 22 Articles. Pre-Town Meeting will be held on April 22, 2015 at the North Town Hall. Selectman Askenburg requested this meeting be televised; Chairman Wojtas was opposed to this request, stating it would create too much debate.

> **Motion:** by Selectman Askenburg to post the Warrant for Spring Town Meeting as presented. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Appointments

Holiday Decorating Committee: 1 Year Term Expiring December 31, 2015

> **Motion:** by Selectman Askenburg to approve the appointment of Tricia Dzuris, Erik Merrill, Vivian Merrill, Sarah Romano, Santiago Rios, Gary Samarjian, Sharon Smith, Colleen Stansfield, and Elizabeth Twombly to the Holiday Decorating Committee for a term to expire December 31, 2015. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Historic District Commission Alternate Member: unexpired 1 year term ending 6/30/2015

> **Motion:** by Selectman Askenburg to approve the appointment of Deb Taverna as an Alternate Member to the Historic District Commission for a term to expire June 30, 2015. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:
-Get-well wishes were given for Frank Feda, who was seriously injured in a snowmobile accident.

Selectman Askenburg:
-The Finance Committee will meet this Thursday to discuss the FY16 Budget Presentation.

Selectman Hanson:
-The 7 North Rd. Committee is having discussions on potential uses for the site. The existing building will be razed within a month, and there will be Public Input Sessions held.
-Mr. Cohen advised that the demolition of the Dutton House would be addressed next, also within the next month.
-Office Hours will be held on Thursday from 5:00-6:00PM at Panera on Drum Hill Rd.

Selectman Askenburg wished to add that the Republican Town Committee is sponsoring a candidate debate on March 19, 2015 from 7:00-9:00PM at the Chelmsford Police Station Community Room.

Chairman Wojtas:
-Jason Poor was congratulated for his recent promotion within the Police Department.
-Nobo Restaurant was congratulated for their recent soft opening.
-The Library will hold a Book Sale on April 11 & 12, 2015 in preparation for the loss of storage space created by the demolition of the Dutton House.
-Mr. Cohen was asked to look into whether other communities can participate in the Opiate Abuse Summit being held in Lowell.

Press Questions
Alana Melanson, Lowell Sun, asked if the Board had any opinions regarding the performance of Public School Superintendent Tiano. Chairman Wojtas advised that the School Committee would address this issue, and the Board would wait for their recommendation.

Next Regular Meeting: March 23, 2015.

> **Motion:** by Selectman Askenburg to adjourn this meeting at 9:15PM. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Flyer for the Greater Lowell Walk for Hunger
-List of Committee Vacancies
-Paul Haverty Letter of Resignation
-Supporting documents for Common Victualer License for Dunkin' Donuts
-Supporting documents for National Grid Conduit Petition
-Memo of February 25, 2015 regarding Kennel Fees
-Presentation regarding Chelmsford Public Schools Recommendations Implementation
-Supporting documents regarding Bittersweet Lane Street Acceptance
-Memo of March 5, 2015 regarding Snow/Ice Budget
-Presentation Regarding FY15 & FY16 Budgets and State Aid
-Spring Town Meeting Warrant
-Committee Applications

RECEIVED
2015 MAR 19 PM 2:33
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

BOARD OF SELECTMEN MEETING AGENDA
March 23, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. 7:00 P.M. JOINT MEETING W/ SCHOOL COMMITTEE & TOWN MODERATOR

   - Appoint member to Nashoba Valley Technical High School Committee

   Documents: NVTHS SC APPLICATION.PDF

3. PUBLIC SERVICE ANNOUNCEMENTS

   - Steve Murray, Proclamation Town of Chelmsford Scholarship Fund
   - Regina Jackson, Recognition of Nominees to US Military Academy at West Point, Shannon Nagle & Jonathan Roche
   - Amrith Fernandes Prabhu, 10th Annual "Take Back The Night" 4/16/15
   - Beth Logan: Chelmsford Dog Park Association, Buy-a-Brick Program

   Documents: PROCLAMATION_SCHOLARSHIP.PDF, CERTIFICATE - RECOGNITION_NAGLE.PDF, CERTIFICATE - RECOGNITION_ROCHE.PDF, TBNFINALFLYER2015.PDF, DEADLINE FOR PHASE I.PDF, BRICK-FORM-4X8 8X8 COMBO.PDF

4. OPEN SESSION

5. COMMITTEE VACANCIES

   Documents: COMMITTEE VACANCIES.PDF

6. LICENSES

   - One Day All Alcohol License: Kathy Fahey, Westford Education Foundation, St. Vartanantz, 4/11/15
   - One Day Beer & Wine: Daniel Baharoosian, St. Vartanantz Armenian Church Spring Festival, 4/18/15
   - Roadside Vendor License: Edgar Turner, 8 Parkerville Rd., Farm Stand
   - Common Victualer License: Dunkin Donuts, 18 Boston Rd.
   - Transfer of Underground Storage Licenses: 5 Drum Hill Rd, 80 Chelmsford St.

   Documents: 1 DAY ST. VARTANANTZ .PDF, 1 DAY WESTFORD EDUCATION FOUNDATION.PDF, ROADSIDE VENDOR TURNER.PDF, COMMON VIC DUNKIN DONUTS.PDF, UNDERGROUND STORAGE TRANSFER EKSTROM.PDF

7. REPORTS & PRESENTATIONS

   - Onorina Maloney, Town Election 4/7/15 polls open 7 AM - 8 PM
   - Matt Hanson, Stedman Street Traffic Update
   - Darlene Lussier, FY15 Budget Update

Documents: FEBRUARY 2015 PRESENTATION YTD.PDF

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2015 MAR 19 PM 2:33
TOWN OF CHELMSFORD
ONORA M. KERRIGAN MONEY
TOWN CLERK

8. BID AWARDS

- Energy Aggregation Contract
- Town Property Revaluation Contract

Documents: BAY STATE PRICE PROPOSAL.PDF, BAY STATE-PERE[illegible] CHELMSFORD AGGREGATION PROPOSAL 2015-02-04.PDF, REVALUATION_CONTRACT_BID_AWARD.PDF, COMPARATIVE EVALUATION CRITERIA.PDF

9. TOWN MANAGER REPORTS

- FY16 Proposed Budget

Documents: BUDGET PRESENTATION.PDF, FY15 OPERATING BUDGET.PDF, CAPITAL BUDGET.PDF, SEWER ENTERPRISE.PDF

10. DOR REQUEST FOR SCHOOL/TOWN FINANCE CONSOLIDATION STUDY

Documents: DOR_CPS_FINANCIAL_REVIEW-03-23-2015.PDF

11. APPOINTMENTS

- Energy Conservation Committee - unexpired 3 year term. 6/30/2016
- Inspector of Animals Erik E. Merrill - 5/1/15 - 4/30/2016

Documents: APPLICATION FOR ENERGY CONSERVATON COMITTEE - SIMON DUKES.PDF, INSPECTOR OF ANIMALS.PDF

12. SELECTMEN LIAISON REPORTS & REFERRALS

13. PRESS QUESTIONS

Approved 6/1/2015

RECEIVED
2015 JUN -8 PM 2:05
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
March 23, 2015

Attending:
Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman
Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM.

A Moment of Silence was held in memory of Carol Cleven.

Joint Meeting with School Committee and Town Moderator
Appoint member to the Nashoba Valley Technical High School Committee.

School Committee Members Present: Nick DiSilvio, Al Thomas, Evelyn Thoren, Barbara Skaar, Mike Rigney.

Town Moderator Jon Kurland called the Joint Meeting to order at 7:04PM, and announced that the purpose of this meeting was to appoint a new member to the Nashoba Valley Technical High School Committee. Maria Karafelis was the only applicant.

> **Motion:** by Selectman Hanson to nominate Maria Karafelis to the Nashoba Valley Technical High School Committee. Seconded by Ms. Skaar.

Mrs. Karafelis accepted the nomination.

Moderator Kurland asked for a Roll Call Vote in support of appointing Mrs. Karafelis to the Nashoba Valley Technical High School Committee:

Mrs. Thoren: Aye
Ms. Skaar: Aye
Mr. Rigney: Aye
Mr. DiSilvio: Aye.
Mr. Thomas: Aye
Selectman Hanson: Aye
Selectman Joyce: Aye
Selectman Askenburg: Aye
Selectman Dixon: Aye
Chairman Wojtas: Aye

Motion: by Selectman Askenburg to adjourn the Joint Meeting at 7:06PM. Seconded by Ms. Skaar. **Motion carries, unanimous.**

Public Service Announcements

Steve Murray, Proclamation Town of Chelmsford Scholarship Fund

Mr. Murray thanked the public for all the support over the past 58 years, as the fund is managed entirely through donations.

A Proclamation was read by Selectman Askenburg, and accepted by Mr. Murray.

Regina Jackson, Recognition of Nominees to US Military Academy at West Point, Shannon Nagle & Jonathan Roche

Mrs. Jackson read a citation from Congresswoman Tsongas into the record. Certificates of Recognition were read by Chairman Wojtas, and were accepted by Ms. Nagle on behalf of both nominees.

Amrith Fernandes Prabhu, 10th Annual "Take Back the Night" April 16, 2015

Alison Tully announced the Rally begins at 6:00PM at Lowell City Hall, and everyone is invited to attend. The Rally includes speakers and a walk to UMass Lowell.

Beth Logan, Chelmsford Dog Association, Buy-A-Brick Program

Ms. Logan thanked the Town and residents for everyone's efforts at making the Chelmsford Dog Park become a reality. The deadline for the first phase of brick orders will be April 1. Orders received after will be included in the next phase of brickwork.

Open Session

Evelyn Thoren, 16 Pinewood Rd., provided a packet of information to the Board regarding the efficiencies study that was completed for the School Department ten years ago when consolidation of school and Town business functions was last considered.

Mary Donovan, Tanglewood Dr., thanked the Board and particularly Bob Joyce for the opportunity to participate in discussions regarding saving the Fire Station at 7 North Rd. She is very disappointed the building is not being saved, and that more committee resources were not used to try to save it. Mrs. Donovan announced she was able to secure a grant of $150,000.00 from a foundation to save the building, and she has had to decline their offer because the building is being demolished. She advised the Board she is resigning from the 7 North Rd. Committee effectively immediately. Chairman Wojtas advised her of the proper resignation procedure, which she will take care of tomorrow.

Bill Griffin, Precinct 9, was present to respond to a message left by Selectman Askenburg regarding the 101 Mill Rd. Committee. Selectman Askenburg advised she would follow up with him at the next regular Committee meeting.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses

One Day All Alcohol License: Kathy Fahey, Westford Education Foundation, St. Vartanantz Armenian Church, April 11, 2015

Ms. Fahey announced that this event is open to everyone, and that average attendance is about 120 people. TIPS certification is on file.

Motion: by Selectman Askenburg to approve a One Day All Alcohol License for the Westford Education Foundation on April 11, 2015, for the hours of 6:30PM-12:00AM, to be exercised on the premises at 180 Old Westford Rd.. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License: Daniel Baharoosian, St. Vartenantz Armenian Church Spring Festival, April 18, 2015
The applicant was advised they did not need to appear, as the request was previously approved but the event had to be rescheduled to a new date.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License for the St. Vartanantz Armenian Church on April 18, 2015, for the hours of 5:00PM-10:00PM, to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Roadside Vendor License: Edgar Turner, 8 Parkerville Rd., Farm Stand
Discussion tabled as Mr. Turner was not present yet.

Common Victualer License: Dunkin Donuts, 18 Boston Rd.
The applicant's representative advised that all corrected information has been presented as requested. They hope to be open to the public by April 2, 2015. The Board had no further questions.

Motion: by Selectman Askenburg to approve the application for commonVictualer to Dunkin' Donuts to be exercised on the premises at 18 Boston Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Transfer of Underground Storage Licenses: 5 Drum Hill Rd. and 80 Chelmsford St.
Atty. Douglas Deschenes spoke on behalf of the applicant. The request is to transfer the current licenses for 2 locations from the current listed owners to their newly formed nominee trusts. The businesses have been in existence since 1938 and 1978.

Motion: by Selectman Askenburg to approve the transfer of an Underground Storage License at 80 Chelmsford St. from Jarl Robert Ekstrom and Alice R. Ekstrom to the J.R. Ekstrom Nominee Trust, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve the transfer of an Underground Storage License at 5 Drum Hill Rd. from J. Robert Ekstrom and Alice R. Ekstrom to the A.R. Ekstrom Nominee Trust, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations
Onorina Maloney, Town Election April 7, 2015 polls open 7:00AM-8:00PM
Mrs. Maloney announced that Precincts 2 & 3 will vote at the Senior Center, Precincts 7 & 8 will vote at the small gym at McCarthy Middle School, and Precincts 1,4,5,6,and 9 will vote in the large gym at the McCarthy Middle School. Absentee ballots are available through the Town Clerk's office. Voters were reminded of rules when voting. Swearing in of officials will be done at the Board of Selectmen's re0-organization meeting on April 8, after the election has been certified.

Matt Hanson, Stedman Street Traffic update

Selectman Hanson read statistics from the 2014 Traffic Volume Study completed by NMCOG. The data is available on the NMCOG website, and indicates there has been no significant increase in traffic in this area recently. Mr. Cohen will share the completed application for further study with the Board prior to submission to NMCOG. Selectman Dixon requested the new study be extended down Stedman St to Golden Cove Rd.

John Luskin, 34 Stedman St. provided some photos for review, and felt that 9600 cars per day travelling on this street is extraordinary. Mr. Luskin asked if he could meet with the consultant for the next study. He suggested that signage and pollution should also be looked at, as well as better regulations that support businesses without negatively affecting residents. Selectman Hanson invited Mr. Luskin to a Public Input Session regarding traffic being held by NMCOG on March 30, from 12:30PM-2:00PM at the Chelmsford Senior Center.

Darlene Lussier, FY15 Budget Update
Ms. Lussier presented revenues and expenditures through February 28, 2015. An encumbrance for the snow/ice deficit is being made, and the Veterans account will need additional funding.

Regarding the MUNIS consolidation, an upgrade is being tested, and has not gone to the School department yet. The developer will be available during the merge of the systems. The goal is to retain historic data; a budget is being developed for the project.

Bid Awards
Energy Aggregation Project
Bob Andrews, Chairman of the Energy Conservation Commission advised that 4 proposals were received for this bid request. The Board was reminded that commodity pricing changes daily, and the proposal does not reference a fixed cost for this bid.

> **Motion:** by Selectman Askenburg to move forward with the plan submitted by Bay State Consultants to develop an Energy Aggregation Plan as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Property Revaluation Contract
Frank Reen, Chief Assessor, explained that two proposals were received for this work. Vision Technology was able to meet most of the criteria in the RFP. Work will begin in late Spring.

> **Motion:** by Selectman Askenburg to award the bid for Descriptive Property Data Collection for Residential, Commercial and Industrial Properties for FY2017 to Vision Government Solutions in an amount not to exceed $299,000.00. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports
FY16 Proposed Budget
The proposed budget document was provided to the Board for review. The Finance Committee is holding its hearing regarding the budget, and the Board will vote on it at their meeting of April 13, 2015.

The proposed $119,000 budget includes a request for the transfer of funds from the Stabilization Fund in order to present a balanced budget as the Board requested. The level service budget includes $52 million for the Public Schools, which is less than they requested, and funds all required assessments and health insurance cost increases as well as capital planning requisitions for $3 million, and $1 million for OPEB expenses. Excluded debt costs did decrease by $500,000.00. Staffing concerns for the police department,

fire department and highway department were not included. The School Department has presented but not voted on their proposed cuts. OPEB is still only being 43% funded. Call volumes for Public Safety are increasing annually. Mr. Cohen noted that most cost increases are in line with what other communities are experiencing.

Selectman Joyce questioned the necessity of borrowing to fund the capital budget. Mr. Cohen explained that facility needs have been getting attention, and the Town is not facing building replacement needs that other communities are trying to address. All departments have needs that will have to be addressed at some point.

DOR Request forTown/School Finance Consolidation Study
Documents were provided for the Board's review and approval.

> **Motion:** by Selectman Askenburg to approve the letter dated March 23, 2015 from Chairman Wojtas to Rick Kingsley to request a feasibility study by MA DOR for Town/School Finance Consolidation Review. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Appointments
Energy Conservation Committee-unexpired term, 6/30/2016

> **Motion:** by Selectman Askenburg to approve the appointment of Simon Dukes to the Energy Conservation Committee for a term to expire June 30, 2016. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Inspector of Animals Erik E. Merrill- May 1, 2015 to April 30, 2016

> **Motion:** by Selectman Askenburg to approve the appointment of Erik E. Merrill as the Inspector of Animals for a term from May 1, 2015 to April 30, 2016. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals
Selectman Askenburg:
-The School Committee will provide a presentation to the Finance Committee at their meeting this Thursday.
-The Board of Health will meet on April 6, 2015 to continue discussion regarding raising the legal age to buy tobacco.
-The 101 Mill Rd. Committee will meet again on April 1, 2015. There will be a website created to highlight their work.

Selectman Dixon:
-Residents were encouraged to get out and vote on April 7, 2015.

Selectman Hanson:
-A Regional Transportation Public Input session is scheduled for March 30, 2015 at the Senior Center from 12:00 noon-2:00PM.
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Selectman Joyce:
-The lights at Santander Bank in the Town Center have still not been addressed. Mr. Cohen advised he is not receiving a response to any of his inquiries.

-Mr. Cohen was asked if the timing of the signals at the center intersection could be adjusted to minimize backups. Mr. Cohen advised that any timing changes end up having a domino effect at other nearby traffic signals.
-Residents were requested to vote on April 7, 2015.

Chairman Wojtas:
-The Volunteer Fair is being held at the Senior Center on March 28, 2015 from 10:00AM-noon.
-The library is hosting its last book drop off on March 28, 2015 at the Town Offices gym in preparation for their Book Sale on April 11 & 12, 2015.
-Chelmsford Hall of Fame Inductees were congratulated for their nominations.

Roadside Vendor License: Edgar Turner, 8 Parkerville Rd., Farm Stand
Mr. Turner was not present yet. The board chose to approve the license as past licenses have had no issues.

> **Motion:** by Selectman Askenburg to approve the roadside Vendors license for Edgar Turner to be exercised at 8 Parkerville Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectman Askenburg thanked Chairman Wojtas for her work as Chairman this year.

Press Questions
No one came forward at this time.

> **Motion:** by Selectman Askenburg to adjourn this meeting at 9:10PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Nashoba Valley Technical High School Committee application
-Proclamation for Chelmsford Scholarship Fund
-Certificates or Recognition for Shannon Nagle and Jonathan Roche
-Flyer and letter of March 4, 2015 regarding Greater Lowell Take Back the Night Rally
-Brick order form and announcement regarding Chelmsford Dog Association's Brick Program
-List of Committee Vacancies
-One Day License applications
-Supporting documents for Roadside Vendor Application
-Supporting documents for Dunkin' Donuts Common Victualer License
-Supporting documents for Transfer of Underground Tank Storage licenses
-FY15 Budget Receipts and Expenses to date presentation
-Supporting documents for the Energy Aggregation Project
-Bid Award supporting documents for the Town-wide property re-evaluation project
-Presentation regarding the FY2016 Town Budget
-Draft letter to request a Feasibility Study for the Consolidation of Public School and Municpal finance Departments
-Committee Applications

BOARD OF SELECTMEN MEETING AGENDA
April 8, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. CALL TO ORDER - 6:00 PM

- ELECTION OF OFFICERS

ADJOURN

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2015 MAR 17 PM 1:20
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

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BOARD OF SELECTMEN MEETING AGENDA
April 13, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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TOWN OF CHELMSFORD
DONDINA J. HALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Recognition of Heroic Acts: Jessica Dodge, 19 Chestnut Hill Road
   - Kate Crawford, Chelmsford Garden Club: Arbor Day Proclamation
   - Glenn Davison: Earth Day Proclamation, Town Wide Clean Up
   - Jim Curley: Minuteman March

   Documents: **CERTIFICATE - RECOGNITION_JESSICA_DODGE.PDF, ARBOR DAY PROCLAMATION.PDF, EARTH DAY PROCLAMATION.PDF, CLEANUP FLYER 2015.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day All Alcohol License: CCA Fundraiser, 1A North Rd. 4/25/15
   - One Day Beer & Wine License: Saint Mary Parish, 25 North Rd. 4/25/15
   - One Day Beer & Wine License: St. Vartanantz Armenian Church 180 Old Westford Rd. 5/15/15

   Documents: **1 DAY CCA.PDF, 1 DAY ST MARYS.PDF, 1 DAY ST VARTANANTZ.PDF**

6. **PUBLIC HEARINGS**

   - Dangerous Dog Hearing: Jessica Sheridan, 14 Algonquin Road

   Documents: **SHERIDAN-DOG-HEARING.PDF**

7. **REPORTS & PRESENTATIONS**

   - Gary Persichetti & Michael Vosnakis: Report on Grinder Pump Inspections & Service Program
   - 7 North Road Committee Update
   - Matt Hanson: Stedman Street Traffic

   Documents: **RESIDENTIAL_GRINDER_PUMP_UPDATE.PDF, CHELMSFORD GRINDER REPORT FINAL.PDF**

8. **TOWN MANAGER REPORTS**

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- Request for Special Town Meeting Regarding Sewer Enterprise Budget
- FY16 Health Insurance Premium Increase and Plan Design Changes
- DLTA Proposals
- Hazard Mitigation Plan
- Energy Aggregation
- Katrina Road Brownfields Site

Documents: **SPECIAL TOWN MEETING WARRANT APRIL 30 2015.PDF, 2015 REVISED PROPOSED BENCHMARK.PDF, CHELMSFORDFY16RENEWALSHELL.PDF, DLTA VIII PROJECT - CHELMSFORD - PROPERTY OWNER CONTACT.PDF, DLTA VIII PROJECT - CHELMSFORD - ZONING MAP - LAND USE CONFLICTS.PDF**

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DONDRINA Z. MALONEY
TOWN CLERK

9. TOWN MANAGER APPOINTMENTS

- Board of Appeals
- Historical Commission

10. BOARD OF SELECTMEN APPOINTMENTS

- 101 Mill Road Committee
- 7 North Road Committee
- Northern Middlesex Council of Governments

11. BOARD OF SELECTMEN POSITION ON TOWN MEETING WARRANT ARTICLES

Documents: **2015 SPRING ATM LIST OF WARRANT ARTICLES.PDF, FINCOM_SPRING_2015_WARRANT_BOOK_FINAL.PDF, SCHOOL DEPT BILLS.PDF, SCHOOL ASBESTOS.PDF, SOUTH FIRE STATION ROOF.PDF, UNPAID BILL - WATER DAMAGE.PDF**

12. BOARD OF SELECTMEN PROPOSED MEETING SCHEDULE

Documents: **BOARD OF SELECTMEN MEETING SCHEDULE 2015.PDF**

13. MINUTES

- Regular Meeting Minutes: February 23, 2015

Documents: **2-23-15 BOS MINUTES.PDF**

14. SELECTMEN LIAISON REPORTS & REFERRALS

15. PRESS QUESTIONS

16. EXECUTIVE SESSION: STRATEGY WITH RESPECT TO THE HARVEY VS. BOARD OF SELECTMEN LITIGATTION

NEXT REGULAR MEETING DATE: May 11, 2015

Approved 6/29/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
April 13, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

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2015 JUL -1 PM 12:32
TOWN OF CHELMSFORD
ORIANNA Z. MALONEY
TOWN CLERK

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements
Recognition of Heroic Acts: Jessica Dodge, 19 Chestnut Hill Rd.
Ms. Dodge was recognized for her actions after finding a drowning victim in a swimming pool. The Certificate was read by Selectman Joyce, and accepted by Ms. Dodge.

Kate Crawford, Chelmsford Garden Club; Arbor Day Proclamation
Ms. Crawford announced that Arbor Day is being held on April 24, 2015 and a ceremony at the Town Offices will be held that day at 3:00PM. The Proclamation was read by Selectman Joyce, and was accepted by Ms. Crawford. Event Flyers were provided.

Glenn Davison: Earth Day Proclamation, Town-Wide Clean Up
Mr. Davison announced that everyone is welcome to participate in the Town-Wide Clean-Up on April 26, 2015, and trash bags are available at the DPW building. The proclamation was read by Selectman Joyce, and accepted by Mr. Davison.

Jim Curley: Minuteman March
Mr. Curley explained this march has been done every year since 1976. Participants start walking at 4:00AM from the Town Common to Concord for their parade. Contact information was provided. Everyone is invited to participate in the march.

Open Session
Susan Gates, Executive Director for the Chelmsford Center of the Arts invited the public to their Spring Gala on April 25, 2015. The event starts at 6:30PM. Rebecca Eaton, the Executive Producer of the television show "Downtown Abbey" will be participating in the event.

Lynn Marcella & Jeff Hardy, Parade Committee, announced that the new Summer banners will be installed around May 18, 2015. There are still some available for purchase. This year's Parade Marshall will be Matt Scott. The Hometown Heroes will be Retired Chiefs of the Police and Fire Departments, of which 6 have confirmed their attendance so far. Volunteers are always needed and more Floats are

encouraged. The parade will see several new bands. Annual Raffle Tickets will be forthcoming. The parade will begin at 10:00AM on Saturday, July 4, 2015.

Fred Merriam, Historic Commission, announced that a Town History book was published in 2011, and he asked the Board for permission to have signed copies of the book given away. The board granted this permission.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
One Day All Alcohol License: CCA Fundraiser, 1A North Rd., April 25, 2015
Susan Gates explained the request is being made for their Spring Gala, and only beer and wine will be served. TIPS certification is on file.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for the Chelmsford Center for the Arts on April 25, 2015, for the hours of 6:30PM-10:30PM, to be exercised on the premises at 1A North Rd.. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day Beer and Wine License: St. Mary's Parish, 25 North Rd., April 25, 2015
Paul Firiciano provided ticket and contact information for the Wine Tasting Event the Church is hosting. TIPS certification is on file.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for St. Mary's Parish on April 25, 2015, for the hours of 7:00PM-10:00PM, to be exercised on the premises at 25 North Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day Beer and Wine License: St. Vartenantz Armenian Church Spring Festival, 180 Old Westford Rd., May 15, 2015
Dan Barojian anticipates about 50 people will attend this event, sponsored by the Women's Club. TIPS certification is on file.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for the St. Vartanantz Armenian Church on May 15, 2015, for the hours of 6:00PM-10:00PM, to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Public Hearings
Dangerous Dog Hearing: Jessica Sheridan, 14 Algonquin Rd.
Speakers were sworn in by the Town Manager.

Documents were provided to the Board by Animal Control Officer Erik Merrill. A child suffered puncture wounds and scratches from an unprovoked attack by two loose bulldogs that had left their yard. The victim and family were walking down the street. The dogs are still unlicensed and one is still unvaccinated. The dogs' owner previously advised that the dogs were licensed in Canton, but the Town of Canton has no records of these dogs ever living there. Mrs. Sheridan was asked to come forward to be sworn in. ACO Merrill stated Mrs. Sheridan's answers have not been consistent throughout the investigation of this matter.

Mrs. Sheridan acknowledged the incident did occur, and told the Board the dogs were previously licensed in Stoughton. She was not aware a license was required in Chelmsford. She was aware the dogs will protect the house and her family, and she has experience working with dogs as a veterinary technician. ACO Merrill explained that when he and another officer went to the Sheridan home, the dogs were on a leash in the home, and one of them lunged at ACO Merrill. Mrs. Sheridan has been asked on four occasions to provide proof of Rabies Vaccination, and only one certificate has been supplied. Mrs. Sheridan advised she will have her son who was able to get the dogs away from the victim to testify at the next hearing. She filed a complaint against the victim's mother for kicking her dogs. Mrs. Sheridan stated that her dogs are familiar with children, as they play with her kids and their friends. She stated the dogs are part of her children's school IEP.

The Board advised Mrs. Sheridan to provide proof of rabies vaccination for the other dog, and to keep her dogs on leash at all times. ACO Merrill will follow up with the Town of Stoughton; Selectman Askenburg requested that Town Counsel be asked to provide guidance regarding the IEP.

> **Motion:** by Selectman Askenburg to impose a temporary order restraining both dogs belonging to Jessica Sheridan of 14 Algonquin Rd. to the residence, and that they are to be leashed at all times, that rabies certification is to be provided as soon as possible, and that both dogs be licensed in Chelmsford as soon as possible. Seconded by Selectman Joyce. **Motion carries, unanimous.**
>
> **Motion:** by Selectman Joyce to continue the Dangerous Dog Hearing for Jessica Sheridan, 14 Algonquin Rd. to May 11, 2015 at 7:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

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2015 JUL -1 PM 12:03
TOWN CLERK
CHELMSFORD
MARIE A. MALONEY

Reports and Presentations

Gary Persichetti & Michael Vosnakis: Report on Grinder Pump Inspections and Service Program

Mr. Vosnakis explained 92% of the inspections have been completed; minor repairs have cost $4,600.00 with no labor charges. Weston and Sampson completed 216 repairs, 65 repairs were done during inspections for imminent failure problems. Inspections revealed that only 74 units had alarms, and some of those were not in the home. Expenses from July 1, 2014 through February 16, 2015 totaled $292,000.00 in repairs and inspections. It is projected that $137,400.00 will be needed through June 30, 2015; $440,000.00 will be needed in for the next year, $452,000.00 for year 3, and $460,000.00 for the year after that. Figures do not include items that will be charged to the unit owner. Alarm systems are being researched, and Town liability and Owner Responsibilities should be clarified under the bylaw. Custom installations should be reviewed, as to date 37 non-standardized units have been found. Funding is expected to be from the Sewer Enterprise Budget and Free Cash accounts.

David Foley, 6 Armand Dr., stated that Grinder Pump owners have been happy with this program. Mr. Vosnakis advised that pump owners are told that issues with grease and debris are their responsibility; owners have handled line freeze-ups as well.

Chairman Hanson advised that members of the Grinder Pump Committee would be re-appointed at the next regular Board meeting, and this discussion would be continued.

7 North Rd. Committee Update

Ed Acheson and Scott Davison were present. The Committee's Mission Statement and a time line for goals and objectives was presented. The Committee hopes to be ready with a proposal to the Board by September. Next steps and outreach efforts were listed. The nearby Eastern Bank is closing, and it is not known what will happen with that property.

Matt Hanson: Stedman St. Traffic
Chairman Hanson announced that work for this project will not be funded through a DLTA grant, but through a work plan program being coordinated between Evan Belansky, Community Development Director and NMCOG. More details will be forthcoming at the next Board meeting.

Town Manager Reports

Request for Special Town Meeting Regarding Sewer Enterprise Budget

> **Motion:** by Selectman Joyce to establish a Special Town Meeting for April 30, 2015 at the Chelmsford Senior Center, 75 Groton Rd. for One Article Regarding the Sewer Enterprise Budget to begin at 7:29PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

FY16 Health Insurance Premium Increase and Plan Design Changes
This is the second year of a three year contract. Plan participants can expect to see higher deductibles and co-payments, as well as a 7.3% increase in premium.

DLTA Proposals
Two proposals were submitted for DLTA VIII technical assistance. One will address zoning and land use conflicts as described in the 2010 Town Master Plan, the second will address communication with property owners of parcels that are currently vacant, underutilized and/or obsolete with the goal of finding resources toward potential redevelopment of these parcels.

Hazard Mitigation Plan
NMCOG has submitted all documents to MEMA to obtain funding to construct a river-wall along the Merrimack River by the Williamsburg Condominiums in an effort to stop erosion that could expose sewer lines in the development. The Town is awaiting word on whether funding will be granted.

Energy Aggregation
This program will not be effective for another year. Required filings with the State are ongoing. More information will be presented at the next regular Board meeting.

Katrina Rd. Brownfield's Site
The Town is continuing to try for additional State funding for remediation of this property. Mass. Development tabled discussion to its next meeting.

Other Reports
The Town Clerk, her staff and the Board of Registrars was thanked for their work during the recent election. Changes to the polling locations were met with overall positive response.

Town Manager Appointments
Board of Appeals

> **Motion:** by Selectman Joyce to approve the appointment of Charles Wojtas to the Board of Appeals for a term to expire June 30, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Historical Commission

Motion: by Selectman Joyce to approve the appointment of Brad MacGowan to the Historical Commission for a term to expire June 30, 2017. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Board of Selectman Appointments
101 Mill Rd. Committee

Motion: by Selectman Joyce to approve the appointment of Martha Spaulding to the 101 Mill Rd. Committee for a term to expire December 31, 2015. Seconded by Selectman Merrill. **Motion carries, unanimous.**

7 North Rd. Committee
This appointment was tabled to the April 27, 2015 pre-Town Meeting Board meeting.

Northern Middlesex Council of Governments

Motion: by Selectman Joyce to approve the appointment of Matthew Hanson to the Northern Middlesex Council of Governments for a term to expire April 30, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Board of Selectmen Position on Town Meeting Warrant Articles

Article 1-Reports of Town Officers and Committees do not need a formal vote.

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2015 JUL -1 PM 12:33
TOWN OF CHELMSFORD
ONORINA Z. LOONEY
TOWN CLERK

Article 2-Amend Fiscal Year 20115Operating Budget.
Mr. Cohen outlined the requested adjustments.

Motion: by Selectman Joyce to recommend approval of Article 2, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 3- Payment of Prior Fiscal Year Bills.
This article will cover additional bills found by the School Department.

Motion: by Selectman Joyce to recommend approval of Article 3, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 4-Nashoba Valley Technical School District-FY16 Assessment.

Motion: by Selectman Joyce to recommend approval of Article 4, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 5-Fiscal Year 2016 Chelmsford Public Schools Operating Budget.
Mr. Cohen noted the budget is less than the School Department requested.

Motion: by Selectman Joyce to recommend approval of Article 5, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 6-Fiscal Year 2016 General Government Operating Budget.

Mr. Cohen summarized expenditure increases, items that were not funded, and revenue sources. Selectman Askenburg indicated she sees using Stabilization funds to balance the budget as a violation of Board policy.

Motion: by Selectman Joyce to recommend approval of Article 6, as presented. Seconded by Selectman Dixon. Selectmen Merrill and Askenburg opposed, all others in favor. **Motion carries.**

Article 7- Fiscal Year 2016 Sewer Enterprise Operating Budget.

Motion: by Selectman Joyce to recommend approval of Article 7, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 8- Fiscal Year 2016 Golf Course Enterprise Operating Budget.

Motion: by Selectman Joyce to recommend approval of Article 8, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 9- Finance Committee Reserve Fund.

Motion: by Selectman Joyce to recommend approval of Article 9, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 10- Funding for Collective Bargaining Agreements
No action was taken on this article, as there are no agreements to fund at this time.

Article 11- Annual Authorization of Departmental Revolving Funds.

Motion: by Selectman Joyce to recommend approval of Article 11, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 12- Fiscal Year 2016 Capital Budget.
John Sousa, Town Treasurer summarized budget items. Selectman Joyce and Askenburg felt some items should be eliminated.

Motion: by Selectman Dixon to recommend approval of Article 12, as presented. Seconded by Selectman Hanson. Selectmen Joyce, Merrill and Askenburg opposed, two others in favor. **Motion fails.**

Motion: by Selectman Joyce to recommend against approval of Article 12, as presented. Seconded by Selectman Merrill. Selectmen Dixon and Hanson opposed, all others in favor. **Motion carries.**

Article 13-Progress Avenue Sewer Pump Station

Motion: by Selectman Askenburg to recommend approval of Article 13, as presented. Seconded by Selectman Dixon. Selectmen Joyce and Merrill opposed, all others in favor. **Motion carries.**

Article 14-Increase Funding Amount for Senior Citizen Property Tax Work-Off Program.

Motion: by Selectman Joyce to recommend approval of Article 14, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 15-Cemetery Improvement and Development Fund.

Motion: by Selectman Joyce to recommend approval of Article 15, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 16-Community Action Program Fund.

Motion: by Selectman Joyce to recommend approval of Article 16, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 17- Community Preservation Fund: FY16 Debt Service, Admin. Expenses & Reserves.

Motion: by Selectman Joyce to recommend approval of Article 17, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 18-Community Preservation Recreational Capital Improvement Fund
No action will be taken on this article.

Article 19-Lease of Swain Rd. Landfill Site for solar Energy Farm.

Motion: by Selectman Joyce to recommend approval of Article 19, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 20-Roadway Easement: 40 Billerica Rd. intersection with Wilson St.

Motion: by Selectman Joyce to recommend approval of Article 20, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 21-Drainage Easement: 24 Linwood St.

Motion: by Selectman Joyce to recommend approval of Article 22, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 22-Street Acceptance: Bittersweet Lane.

Motion: by Selectman Joyce to recommend approval of Article 22, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Board of Selectmen Proposed Meeting Schedule

Motion: by Selectman Joyce to approve the proposed 2015-2016 Board Meeting Schedule, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Minutes
Regular Meeting Minutes February 23, 2015

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ORDINANCY MOONEY
TOWN CLERK

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of February 23, 2015, as presented. Seconded by Selectman Askenburg. Selectman Merrill abstained, all others in favor. **Motion carries.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:
-Voters were thanked for their support, and Selectman Merrill was congratulated.

Selectman Joyce:
-Selectmen Dixon and Merrill were congratulated for their success in the recent election.

Selectman Askenburg:
-The meeting of the 101 Mill Rd. Committee this week will discuss the parcel's zoning, the walk-through, website design, and abutters' session, among other things.
-The Board of Health will discuss hotel use for the homeless and raising the tobacco age at their meeting this week.
-Office hours will be held on Friday, from 8:30-10:30AM at Town Offices.

Selectman Merrill:
-Her first Board meeting was great.
-The Selectman went on a tour of the Oak Hill property, and is getting up to date on its progress.

Chairman Hanson:
-Selectman Merrill was welcomed to the Board.
-Pat Wojtas was thanked for all of her years of service to the Board.
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Joyce to enter into Executive Session, not to return to Regular Session for the purpose of discussing Strategy with Respect to the Harvey vs. Board of Selectmen Litigation. Seconded by Selectman Dixon.

Roll Call vote:

Selectman Askenburg: Aye
Selectman Merrill: Aye
Selectman Joyce: Aye
Selectman Dixon: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 10:40PM

Next Regular Meeting: May 11, 2015.

Respectfully Submitted,

Vivian W. Merrill,

Approved 6/29/2015

Recording Secretary

List of Reference Documents:
-Certificate of Appreciation for Jessica Dodge
-Proclamation for Earth Day
-Certificates or Recognition for Shannon Nagle and Jonathan Roche
-List of Committee Vacancies
-One Day License applications
-Supporting documents for Dangerous Dog Hearing
-Presentation regarding the Residential Grinder Pump Update
-Presentation from 7 North Rd. Committee
-Warrant for Special Town Meeting, April 30, 2015
-Town of Chelmsford Health Insurance Rates
-DLTA VIII Project Description
-Memo of March 26, 2014 regarding Board of Appeals Vacancy
-Committee Applications
-2015 Spring Annual Town Meeting Warrant Articles and Finance Committee Report
-Board of Selectmen 2015-2016 Meeting Schedule
-Draft Minutes

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Released 10/6/16

Approved and HELD 6/15/2015

Board of Selectmen
April 13, 2015
Executive Session (following Regular Meeting)

Attending:

Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Jr., Selectman
Paul Cohen, Town Manager

1. Harvey v. Town of Chelmsford and the Chelmsford Board of Selectmen
   Mr. Cohen provided update on the matter. Discovery is ongoing and scheduled for Pre-Trial Conference on July 10, 2015. Board will discuss further with town council during next scheduled meeting. No action taken.

   Roll call- 10:55 p.m. Laura Merrill, Janet Askenburg, Matthew Hanson, Bob Joyce, George Dixon, Paul Cohen

BOARD OF SELECTMEN MEETING AGENDA
April 30, 2015
Senior Center, 75 Groton Road
No. Chelmsford, MA 01863

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TOWN CLERK

1. **CALL TO ORDER - 6:30 PM**

2. **LICENSES**

   - One Day Beer and Wine License: Katherine Harbison, CCA 1 North Rd. Gallery Reception, 5/1/2015

   Documents: **1 DAY CCA 5 01.PDF**

3. **APPOINTMENTS**

   - 7 North Road Committee

   Documents: **BRIAN STRIPP.PDF**

4. **RECOMMENDATION ON SPECIAL TOWN MEETING ARTICLE**

   Documents: **SPECIAL TOWN MEETING WARRANT APRIL 30 2015.PDF**

5. **EXECUTIVE SESSION: STRATEGY WITH RESPECT TO LITIGATION**
   GENERAL LITIGATION

   1. Avila, et al. v. Town of Chelmsford
      Middlesex Superior Court, C.A. No. 14-3831

   2. Diodati , et al. v. Town of Chelmsford, et al.
      Land Court Case No. 10MISC436806

   3. Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
      Lowell District Court C.A. No. 1211 CV 165

   4. Town of Chelmsford v. Dennis J. McKennedy, et al.

   5. Town of Chelmsford v. Joseph D. Arena, et al.
      Northeast Housing Court C.A. No. 15H77SP000764

   6. Town of Chelmsford v. Vavala d/b/a Traveling Rhino
      Lowell District Court, C.A. No. 1311CV653

   7. Van Liew v. Eliopoulos v. Hands-On Technology Transfer Inc.
      Philip Eliopoulos v. Hands-On Technology Transfer, Inc.
      Middlesex Superior Court, C.A. No. MICV2011-0011-L

   8. Van Liew v. Roy W. Earley
      Middlesex Superior Court, C.A. No. MICV2011-04604

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LABOR

9. Fire/Manley Grievance/Bid

10. Local 1839, IAFF and Town of Chelmsford
FIRE/ARBITRATION/DEPUTY CHIEF/CAPTAIN

11. NEPBA, Local 20 and Town of Chelmsford
JLM-14-3694 (05600-0298-BMM) and
Lodge 110/JLMC FOP and Town of Chelmsford

12. Town of Chelmsford and Professional Firefighters of Chelmsford, Local 1839
(DLR/FIRE/ULP/DEPUTY CHIEF)

LAND USE

13. Altid Enterprises, LLC v. Chelmsford Conservation Commission
Land Court, Misc. No. 14 MISC 484374 (GHP); voluntarily dismissed and re-filed in Middlesex Superior Court, MICV2014-06318.

14. Burdo v. Chelmsford Zoning Board of Appeals
C.A. No. 12MISC470368-RBF

15. Debeaucourt v. Chelmsford Zoning Board of Appeals
Middlesex Superior Court, C.A. No. 2014-CV3569-L2

16. Harvey v. Town of Chelmsford and the Chelmsford Board of Selectmen
Lowell District Court C.A. No. 1511CV117

17. Harvey, III v. Chelmsford Board of Appeals

18. Harvey II v. Chelmsford Planning Board, et al.
Middlesex Superior Court, C.A. No. 2014-MISC-286950-KFS

19. Town of Chelmsford v. Normandin, et al.
(22 Marshall Street)
Northeast Housing Court, Docket No. 14H77CV000266

SEWER RELATED LITIGATION

20. Kelly v. Town of Chelmsford (VI)
Middlesex Superior Court, C.A. No. 2011-00741

21. Shyjan, et al. v. Town of Chelmsford, et al.
Middlesex Superior Court C.A. No. MICV2011-03862-L

22. Town of Chelmsford v. McDonough
Middlesex Superior Court, C.A. No.
(05606-0026-JDU)

CASES RECENTLY CLOSED

1. Couture v Town of Chelmsford
Police Bypass – (CSC) G1-14-103

2. Mazurczyk v. Chief of Police of the Town of Chelmsford
Middlesex Superior Court C.A. No. 2012-1989-L2

3. Town of Chelmsford v. Russell, et al.

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Approved 6/15/2015

Board of Selectmen
April 30, 2015, 6:30 p.m.
Regular Meeting – Senior Center

Attending:

Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Jr., Selectman
Paul Cohen, Town Manager

1. CCA license
   Application review for a one-day Liquor License at the CCA pertaining to Kit Harbison on May 1, 2015.

   Motion: by Selectman Joyce to approve a one-day Liquor License at the CCA pertaining to Kit Harbison for a Gallery Reception on May 1, 2015 from 5:30 p.m. to 7:30 p.m. Seconded by Selectman Askenburg.
   Motion carries, unanimous (Selectman Merrill and Selectman Dixon not present).

2. 7 North Road Committee Appointment
   Selectman Joyce recommended the appointment of Brian Stripp to fill a vacant position.

   Motion: by Selectman Joyce to approve the appointment of Brian Strip to the 7 North Road Committee for a term expiring on December 31, 2015. Seconded by Selectman Merrill.
   Motion carries, unanimous.

3. Special Town Meeting, Article 1
   Stephen Jahnle of the DPW Engineering department presented STM Article 1 to increase funds for Grinder Pump inspections and repairs. He provided an example of a recent Grinder Pump failure.

   Selectman Askenburg referred to recent email from Dave Foley of the Grinder Pump Fairness Committee indicating the DPW and Weston & Sampson had provided more service than was needed. She recommended we hold off voting on recommendation until we heard from both sides and the other Board members agreed.

   Selectman Askenburg asked if the town insurance covered the grinder pump repairs. Mr. Cohen responded that claims were subject to a deductible and at fault determination.

Vice Chairman Joyce asked whether the increase funding would cover installation of internal alarms on every grinder pump residence. Mr. Cohen responded in the affirmative.

Chairman Hanson reiterated that we need to consider installing pump equipment that can be serviced by many firms so we are not limited to who we can contract to do the work. Stephen Jahnle confirmed that the grinder pumps maintenance could be performed by different service companies.

4. Move to Executive Session

Motion: by Selectman Joyce to move to Executive Session to discuss litigation matters against the town with town council, and to adjourn to attend Special Town Meeting , and to return to Executive Session as needed after Town Meeting adjourns. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Roll call- 6:52 p.m. Bob Joyce, George Dixon, Paul Cohen , Laura Merrill, Janet Askenburg, Matthew Hanson

Released 10/26/16

Approved and HELD 6/15/2015

Board of Selectmen
April 30, 2015
Executive Session (immediately following Regular Meeting)

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Jr., Selectman
Paul Cohen, Town Manager
Jack Blake, Kopelman & Paige, Town Council

Open Litigation Matters –

1. Avila, et al. v. Town of Chelmsford
   Mr. Blake provided a summary of this matter. The current discovery phase is close to completion.

2. Diodati, et al. v. Town of Chelmsford, et al.
   Mr. Blake provided a summary of this matter. The judge assigned to the matter has recently retired, and the case is awaiting reassignment to a different judge.

3. Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
   Mr. Blake provided a summary of this matter. The Execution of the Court award has been forwarded to the Sherriff's office. There has been no further action on the matter.

4. Town of Chelmsford v. Dennis J. McKennedy, et al.
   Mr. Blake provided a summary of this matter. A notice to quit occupancy of the premises or pay outstanding taxes by June 1, 2015 has been served to the defendant.

5. Town of Chelmsford v. Joseph D Arena, et al.
   Mr. Blake provided a summary of this matter. Town Council is awaiting issuance of the recent judgment execution by the Court so that the town can proceed with the eviction.

6. Town of Chelmsford v. Vavala d/b/a Traveling Rhino
   Mr. Blake provided a summary of this matter. Town Council is awaiting response to recent letter sent to defendant.

7. Van Liew v. Eliopoulos v. Hands-On-Technology Transfer Inc., Philip Eliopoulos v. Hands-On Technology Transfer, Inc.
   Mr. Blake provided a summary of Town Council's current activities in this matter. An appeal was filed this month by Van Liew in response to March judgment in favor of Eliopoulos for $2.9M plus interest.

8. Van Liew v. Roy W. Earley

Mr. Blake provided a summary of Town Council's current activities in this matter. This matter is currently awaiting final pretrial conference in July.

9. Fire/Manley Grievance/Bid
   Mr. Blake provided a summary of this matter, which remains open and pending.

10. Local 1839, IAFF and Town of Chelmsford, Fire/Arbitration/Deputy Chief/Captain
    Mr. Blake provided a summary of these matters, which remain open and pending.

11. NEPBA, Local 20 and Town of Chelmsford JLM-14-3694, Lodge 110/JLMC FOP and Town of Chelmsford
    Mr. Blake provided a summary of these matters, which remain open and pending.

    Selectman Joyce asked if the parties were required to complete the next phase by a certain date. Mr. Cohen indicated staffing limitations made it unlikely that the process could be sped up.

12. Town of Chelmsford and Professional Firefighters of Chelmsford, Local 1839 (DLR/FIRE/ULP/DEPUTY CHIEF)
    Mr. Blake provided a summary of this matter, which remains open and pending.

13. Altid Enterprises, LLC v. Chelmsford Conservation Commission
    Mr. Blake provided a summary of this matter, which remains open and pending.

14. Burdo v Chelmsford Zoning Board of Appeals
    Mr. Blake provided a summary of this matter. Town Council recommends the town pursue a passive defense at this time.

15. Debeaucourt v Chelmsford Zoning Board of Appeals
    Mr. Blake provided a summary of this matter, and explained the town is pursuing a passive defense in it at this time.

16. Harvey v. Town of Chelmsford and the Chelmsford Board of Selectmen
    Mr. Blake provided a summary of this matter, and indicated the plaintiff had recently rejected Town Council's offer and had counter-offered.

    Selectman Joyce expressed his concerns that negotiating of the amount of the security deposit would set a precedent for future town business policies.

    Selectman Askenburg noted the town should consider itself a service provider, and conduct it's negotiations in good faith, such as it does in all business matters.

    Selectman Merrill asked how much of the plaintiff's original deposit was that was spent on the Dalton House negotiations, exclusive of litigation costs. Mr. Cohen indicated there were several bills from National Grid work as well as other expenses.

    Chairman Hanson recommended a new offer to Mr. Harvey mid-way between the Town's and Mr. Harvey's latest offers.

Selectman Merrill asked what the impact of a settlement in this matter with regards to other matters between Mr. Harvey and the Town boards. Mr. Blake indicated settlement in this matter would not impact any other matters currently pending.

Motion: by Selectman Joyce to authorize Town Council to offer Mr. Harvey $2500 again. No second.
Motion fails.

Motion: by Chairman Hanson to authorize Town Council to offer Mr. Harvey $3250. Seconded by Selectman Merrill.
Motion carries, 3 for, 1 against (Joyce), 1 abstention (Dixon).

Adjourn Executive Session 7:30 p.m.

BOARD OF SELECTMEN MEETING AGENDA
May 11, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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TOWN OF CHELMSFORD
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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - George Simonian: CHSAA Scholarship Awards
   - Regina Jackson: Military Community Covenant BBQ, 5/16 Agway
   - Regina Jackson: Memorial Day Parade

   Documents: **MILITARY COOK-OUT MAY2015.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day Beer & Wine License: Budget Buddies, CCA 1A North Rd. 5/29/2015
   - One Day Beer and Wine License:Huntington's Disease Society of America, CCA 1A North Rd. 5/30/2015
   - One Day Beer and wine License:The Harbison Family/Pan Mass Challenge Fund Raiser, CCA 1A North Rd. 6/5/2015
   - One Day Beer and Wine License: Kathleen Howe Memorial Service, CCA 1A North Rd. 6/27/2015
   - One Day Beer and Wine License: Chelmsford Art Society, CCA 1 A North Rd. 7/4/2015
   - Auto Dealer Class II Transfer: Dutra and Barros Inc. d/b/a Route 110 Car Mall 301 Littleton Rd.

   Documents: **1DAY BUDGET BUDDIES.PDF, 1 DAY HUNTINGTON 5 30.PDF, 1 DAY HARBISON 6 05.PDF, 1 DAY HOWE 6 27.PDF, 1 DAY ART SOCIETY 7 4.PDF, AUTO DUTRA BARROS.PDF**

6. **PUBLIC HEARINGS**

   - All Alcohol Restaurant Alteration of Premises: 110 Grill, 110 Chelmsford St.
   - Underground Conduit Petition: Wellman Ave.
   - Continuation of Dangerous Dog Hearing: Jessica Sheridan, 14 Algonquin Rd.

   Executive Session
   To the extent that confidential matters may need to be discussed during this Dangerous Dog Hearing, the Board will convene, during the hearing, into executive session under 30A, s 21 (a)(1) to discuss the reputation, character, physical condition or mental health... of an individual, and/or (7) To comply with, or act under the authority of, any general or special law (M.G.L. Chapter 214, Section 1B).

   Documents: **110 GRILL.PDF, WELLMAN AVE PETITION.PDF, DOG LETTER.PDF,**

DISCARD

SHERIDAN-DOG-HEARING.PDF

7. REPORTS & PRESENTATIONS

- Energy Manager Mashail Arif: Energy Aggregation Plan
- Bill Gilet: Vinal Square Master Plan
- Linda Prescott: North Town Hall National Register Nomination

Documents: **APRIL 15 UPDATE OF CHELMSFORD AGGREGATION PLAN_DRAFT_2015-04-09.PDF, ELECTRICITY PROGRAM NOTIFICATION LETTER.PDF, ELECTRICITY PROGRAM OPT-OUT NOTICE.PDF, VINAL SQUARE STRATEGIC ACTION PLAN - FOR BOS.PDF, VINAL SQUARE STRATEGIC ACTION PLAN-DRAFT.PDF, CHELMSFORDNOTIFICATION.PDF, MIDDLESEX_NORTHTOWNHALL.PDF**

8. TOWN MANAGER REPORTS

- Approval of Drainage Easement - 24 Linwood Street
- Fire Chief Appointment Process

Documents: **DRAINAGE EASEMENT - 24 LINWOOD STREET.PDF**

9. TOWN MANAGER CONTRACT/BID AWARDS

- Police Chief James Spinney: Extension of Towing Services Contract
- Evan Belansky: Dog Park Bid Award
- Town Offices Wireless Agreement with AT&T

Documents: **TOW_AGREEMENT_LETTER-05-04-2015.PDF, PLACES ASSOCIATES_20150506_124104.PDF, ATT LEASE AGREEMENT.PDF**

10. TOWN MANAGER APPOINTMENTS

- Council on Aging: Fred Brusseau
- Permanent Building Committee: Tim Powderly

Documents: **COA-BRUSSEAU.PDF, PBC-POWDERLY.PDF**

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11. BOARD OF SELECTMEN APPOINTMENTS

- Sewer Grinder Pump Committee:

Thomas M. Gilroy
Daniel Burke
Curtis Barton
Robert Chevalier
Margaret Dunn
David Foley
Steve Jahnle
Glenn Kohl
Edward Safran

- Board of Registrars: Thomas Fall
- Personnel Board: David Goselin

Documents: **BOARDOFREGISTRARS.PDF, PERSONNELBOARD.PDF**

12. MINUTES

- Tri-Board Meeting: January 12,2015
- Regular Meeting: January 26, 2015

Documents: **1-12-15 TRI-BOARD MINUTES.1.PDF, 1-26-15 BOS MINUTES.PDF**

13. SELECTMEN LIAISON REPORTS & REFERRALS

14. PRESS QUESTIONS

15. EXECUTIVE SESSION: STRATEGY WITH RESPECT TO LITIGATION
LAND USE: CONTINUED FROM 4/30/15

16. Harvey v. Town of Chelmsford and the Chelmsford Board of Selectmen
Lowell District Court C.A. No. 1511CV117

17. Harvey, III v. Chelmsford Board of Appeals

18. Harvey II v. Chelmsford Planning Board, et al.
Middlesex Superior Court, C.A. No. 2014-MISC-286950-KFS

19. Town of Chelmsford v. Normandin, et al.
(22 Marshall Street)
Northeast Housing Court, Docket No. 14H77CV000266

SEWER RELATED LITIGATION

20. Kelly v. Town of Chelmsford (VI)
Middlesex Superior Court, C.A. No. 2011-00741

21. Shyjan, et al. v. Town of Chelmsford, et al.
Middlesex Superior Court C.A. No. MICV2011-03862-L

22. Town of Chelmsford v. McDonough
Middlesex Superior Court, C.A. No.

23. Claim Regarding the Sewer Installation at 8 Westford Street

CASES RECENTLY CLOSED

1. Couture v Town of Chelmsford
Police Bypass – (CSC) G1-14-103

2. Mazurczyk v. Chief of Police of the Town of Chelmsford
Middlesex Superior Court C.A. No. 2012-1989-L2

3. Town of Chelmsford v. Russell, et al.
Northeast Housing Court C.A. No. 14SP3800

NEXT REGULAR MEETING DATE: June 1, 2015

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TOWN CLERK

Approved 6/29/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
May 11, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

George Simonion-CHSAA Scholarship Awards
Mr. Simonian announced the Award Ceremony will be held on May 27, 2015 at the Performing Arts Center starting at 7:30PM. Everyone is welcome.

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TOWN OF CHELMSFORD
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TOWN CLERK

Regina Jackson-Military Community Covenant BBQ, May 16, 2015 Agway
Agway will host a fundraising barbeque on May 16, 2015, from 11:00AM-2:00PM to benefit the Military Community Covenant to support Chelmsford members of the armed forces and their families. Everyone is welcome.

Regina Jackson-Memorial Day Parade
This year's parade will start at the American Legion on Groton Rd. in North Chelmsford at 10:00AM on May 25, 2015. Everyone is welcome; there will be ice cream at the Chelmsford Community Center, and an observance ceremony at Veteran's Memorial Park.

A proclamation was read by Selectman Joyce, and accepted by Ms. Jackson.

Open Session
Paul Rigazio, 25 Clover Hill Dr., urged the Board to work with Governor Baker to obtain more equitable Chapter 70 funding for the Town. Selectman Hanson advised this would be discussed when the Board sets their goals for the next year.

John Wojcik, 80 Littleton Rd., requested a meeting with the board and the Police Chief to discuss truck traffic from Aggregate Industries. He believes the Board of Health is not receiving requested reports, trucks are very noisy throughout the night, and there are many area residents that would like this addressed. Selectman Hanson suggested discussion at a future Public Input Session.

Vivian Merrill, 23 Maple Rd., reminded residents the Walgreen's Dog Rally is being held on May 30, 2015. Proceeds will benefit the Chelmsford Dog Association and the Dog Park at 54 Richardson Rd. Everyone is welcome to this event.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
One Day Beer and Wine License: Budget Buddies, CCA, 1A North Rd, May 29, 2015
Nancy Olt explained this fundraising event will begin at 7:00PM on May 29, 2015. Flyers were left for additional information.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for Budget Buddies, Inc. on May 29, 2015, for the hours of 7:00PM-11:00PM, to be exercised on the premises at 1A North Rd.. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day Beer and Wine License: Huntington's Disease Society of America, CCA, 1A North Rd, May 30, 2015
Dave Souza, 6 Stevens St., explained this is a fundraising event, and presented a book to Selectman Joyce in recognition of his past support for this organization. Selectman Joyce accepted the book, and it will be available at the Public Library.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for the Huntington Disease Society of America on May 30, 2015, for the hours of 6:30PM-11:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day Beer and Wine License: The Harbison Family/Pan Mass Challenge Fundraiser, CCA, 1A North Rd, June 5, 2015
Discussion tabled, as no one was present at this time.

One Day Beer and Wine License: Kathleen Howe Memorial Service. CCA, 1A North Rd., June 27, 2015
Alisia Howe explained the event is a memorial service for Kathleen Howe.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for Alysia Howe on June 27, 2015, for the hours of 3:00PM-6:00PM, to be exercised on the premises at 1A North Rd.. Seconded by Selectman Merrill. **Motion carries, unanimous**

One Day Beer and Wine License: Chelmsford Art Society, CCA Fundraiser, 1A North Rd., July 3, 2015
Ivan Orlinsky, 54 Elm St., explained the event is an Art Show held annually during the July 4th country Fair and Parade. The opening will be on July 2, 2015.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for the Chelmsford Center for the Arts on July 2, 2015, for the hours of 6:00PM-10:00PM, to be exercised on the premises at 1A North Rd.. Seconded by Selectman Merrill. **Motion carries, unanimous**

Auto Dealer Class II Transfer-Dutra and Barros Inc. d/b/a Route 110 Car Mall, 301 Littleton Rd.
Antonio Barros requested the transfer of this license to the new owner, Edivaldo Dutra. The license is good for up to 9 cars.

> **Motion:** by Selectman Joyce to approve the application for Transfer of Auto Dealer II License from Antonio Claudio Pereira Barros to Edivaldo Dutra to be exercised on the premises at 301

Littleton Rd., contingent upon providing updated evidence of Workers Compensation Certificate of Insurance. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Public Hearings

All Alcohol Restaurant Alteration of Premises: 110 Grill, 110 Chelmsford St.

Atty. Kevin Erikson explained the request is to change the exterior appearance of the restaurant, and to do minor cosmetic interior changes. The seating will remain the same. The work will consist of new paint, change of the bar structure and removal of a couple of walls.

Selectman Joyce advised he will discuss the sign with the Planning Board, as he feels it does not comply with the Town's Sign bylaw.

No comments were received from the audience, and there were no further questions from the Board.

Motion: by Selectman Joyce to close the Public Hearing for 110 Grill, 116 Chelmsford St. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve an Alteration of Premises-All Alcohol Restaurant License for Take Two One Ten Grill, LLC d/b/a 110 Grill to be exercised on the premises at 116 Chelmsford St. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Underground Conduit Petition: Wellman Ave.

The request is to replace one pole and install new underground conduit in the area of the Wellington Condominiums.

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TOWN OF CHELMSFORD
ONRINA Z. BRUCE
TOWN CLERK

Selectman Joyce requested that the old pole be removed within 60 days.

Audience comments:

Dave Dubinski, 229 Wellman Ave. requested that any damage to roads and grass be repaired by the applicant, and that advance notification be provided to the Condominium's Board and management company so that residents can be notified of the work. He will contact National Grid to discuss damage to private property caused by power surges when electricity is restored.

Motion: by Selectman Joyce to close the Public Hearing for National Grid Underground Conduit Petition for Wellman Avenue. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the Underground Conduit Petition filed by National Grid under Plan # WR017022114 dated February 3, 2015 with the provision that the old pole is removed within 90 days of the new pole being set. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Continuation of Dangerous Dog Hearing: Jessica Sheridan, 14 Algonquin Rd.

Executive Session

To the extent that confidential matters may need to be discussed during the Dangerous Dog Hearing, the Board will convene, during the hearing, into Executive Session under 30A, s21 (a) (1) to discuss the reputation, character, physical condition or mental health…of an individual, and/or (7) to comply with, or act under the authority of, any general or special law (MGL Chapter 214, Section 1B).

Speakers were sworn in by Chairman Hanson.

ACO Erik Merrill explained the victim was attacked by two dogs while walking down the street and should be deemed dangerous. The dogs are still not licensed, and fines have not been paid. No records of previous residence for the Sheridans were found in Canton or Stoughton. One rabies certificate submitted was marked "void" and neither is adequate. Criminal charges on past citations are being pursued.

Selectman Askenburg asked why the dogs were allowed to be quarantined at the owner's home. She was advised that there have been no previous reported issues with these dogs, and it is easier on the family. Had this been an ongoing situation, the dogs would have been seized immediately.

David Howe, 3 Algonquin Rd. and father of the victim explained his son is now terrified of dogs, and he fears for the other neighborhood children. He spoke with Mr. Sheridan two days after the attack, and he claimed not to know anything about the incident.

Alisia Howe, 201 Acton Rd. noted a marked increase in the victim's fear of dogs since the attack. She is the victim's aunt.

Scott Sheridan, 14 Algonquin Rd. (a minor), stated the dog was reacting to being hit by the victim's mother, and he did not see a child in the stroller.

Clewis Howe, 3 Algonquin Rd., mother of the victim, confirmed her younger son was in the stroller, and was not hurt. When the dogs attacked, her son did flail, and she was trying to get the dogs away from them.

Jessica Sheridan, 14 Algonquin Rd. advised the licenses were mailed in last week, and she was not aware of any fines of citations. She feels the ACO is not supportive of her situation, and has been ignoring her questions. She confirmed she received certified letters and has been restraining the dogs as requested. She has not notified her insurance carrier of this incident. Ms. Sheridan advised that she has not signed the release of the IEP information as she has rejected the IEP. Ms. Sheridan provided Town Counsel with a document.

ACO Merrill advised Ms. Sheridan has spoken with multiple officers, and he is not sure of the nature of her complaint regarding her questions.

> **Motion:** by Selectman Joyce to enter into a five minute recess at 8:25PM regarding the Dangerous Dog Hearing for Jessica Sheridan, 14 Algonquin Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Meeting was continued at 8:37PM.

Town Counsel conferred with Ms. Sheridan, and he advised the Board that the document she has presented to him not be allowed as part of this hearing due to its confidential nature, and she does not understand the waiver form.

ACO Merrill was asked for his recommendation for this hearing. He advised that due to the vicious nature of the attack, the owner's failure to comply with requests to license and vaccinate the dogs and multiple changing of information provided by Ms. Sheridan, as well as neighbors' statements that the dogs have been loose on multiple occasions, the dogs should be euthanized. In his opinion, the owner is not able to provide adequate public safety. Chairman Hanson advised Ms. Sheridan she would have to provide a certificate of euthanasia from a licensed facility, or she could appeal the decision. Selectman Joyce asked

ACO Merrill why other options such as re-location could not be considered. He was advised that banishment is not allowed under the Acts of 2012.

> **Motion:** by Selectman Dixon to follow the recommendation of the ACO regarding euthanasia of two dogs belonging to Jessica Sheridan of 14 Algonquin Rd. The order must be complied with in Fourteen (14) days, and a written certificate from a licensed veterinarian must be provided to the Board. Seconded by Chairman Hanson. **Motion carries, unanimous.**

The Appeal process will be mailed to Ms. Sheridan with the Board's decision.

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Energy Manager Mashail Arif: Energy Aggregation Plan

John Shortsleeve defined municipal aggregation, and that savings are realized in supply charges. Delivery charges would still be addressed through National Grid. The plan is a contract with an opt-out feature for the consumer with no penalties. The program is still being reviewed at the State level, and is expected to be rolled out by May, 2016. National Grid would still be responsible for addressing consumer problems and emergencies. DPU will continue to monitor the solvency of all utility suppliers, including National Grid.

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2015 JUL 10 PM 12:36
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CHELMSFORD

Bill Gilet: Vinal Square Master Plan

Mr. Gilet went through a presentation that showed the study area, key committee findings, historical and cultural resources, and areas for economic development and revitalization. Recommendations were listed, and input was received by multiple residents, businesses and user groups. Mr. Gilet requested that the Board to allow the Committee to continue working as a liaison to the residents and users in an advisory capacity.

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Mrs. Prescott explained the Historic Commission received a grant that will allow about 200 historic structures and properties in Town to be inventoried. The Commission has also received word that the North Town Hall Building, now known as the Chelmsford Community Center, is eligible to be included in the National Register of Historic Places. A final hearing is scheduled for June 10, 2015.

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Approval of Drainage Easement-24 Linwood St.

This is a follow up item from Town Meeting, where the easement was previously approved. The decision requires a vote of endorsement from the Board as well.

> **Motion:** by Selectman Joyce to endorse the Easement for 24 Linwood St. as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

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Mr. Cohen described the assessment process that will be used to appoint the next Fire Chief. There are currently 6 applicants for this position. It is expected that a decision will be ready for confirmation by the Board at the June 1, 2015 meeting.

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Police Chief James Spinney: Extension of Towing Services Contract

The current towing contract will expire on June 30, 2015. Chief Spinney described the performance review done of Christopher's Towing, and he supports the Town Manager's recommendation to extend the contract for another three years. Selectman Askenburg requested the vote be postponed until the next meeting on June 1. Selectman Merrill suggested the contract and rates should be reviewed. Mr. Ferreira explained the rates are regulated by the state.

Discussion will be continued to June 1, 2015.

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Mr. Belansky explained that a private foundation is awarding a grant to the Town of about $225,000.00 for the construction of a Dog Park. The Town had previously received a grant for design services, and this is the next phase of their program. The Chelmsford Dog Association had previously donated $25,000.00 to the Town to comply with the program's funding requirement that the Town must provide toward construction costs. The Dog Park will be a Town-owned amenity. Local vendors are supplying materials. The bids being approved tonight are for the General Contractor work and fencing. Funding will be sought for additional capital improvements as allowed under the program over the next three years. Alternate bids provided for the shade pavilion, a ground well and irrigation system, and vinyl coated fence are not being considered. The construction is expected to be complete by October 31, 2015.

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Council on Aging

> **Motion:** by Selectman Joyce to approve the appointment of Fred Brusseau to the Council on Aging for a term to expire June 30, 2018. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Permanent Building Committee

> **Motion:** by Selectman Joyce to approve the appointment of Tim Powderly to the Permanent Building Committee for a term to expire June 30, 2018. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Board of Selectman Appointments
Sewer Grinder Pump Committee

Motion: by Selectman Askenburg to approve the appointment of Thomas M. Gilroy, Daniel Burke, Curtis Barton, Robert Chevalier, Margaret Dunn, David Foley, Steve Jahnle, Glenn Kohl, Edward Safran to the Sewer Grinder Pump Committee for a term to expire December 31, 2016. Seconded by Selectman Merrill. Selectman Joyce opposed, all others in favor. **Motion carries.**

Board of Registrars

Motion: by Selectman Askenburg to approve the appointment of Thomas Fall to the Board of Registrars for a term to expire April 30, 2018. Seconded by Selectman Merrill. Selectman Joyce opposed, all others in favor. **Motion carries.**

Personnel Board

Motion: by Selectman Askenburg to approve the appointment of David Goselin to the Personnel Board for a term to expire April 30, 2016. Seconded by Selectman Merrill. Selectman Joyce opposed, all others in favor. **Motion carries.**

Minutes
Tri-Board Meeting Minutes January 12, 2015

Motion: by Selectman Joyce to approve the Tri-Board Meeting Minutes of January 12, 2015, as presented. Seconded by Selectman Merrill. Selectman Merrill abstained, all others in favor. **Motion carries.**

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2015 JUL -1 PM 12:36
TOWN CLERK

Regular Meeting Minutes January 26, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of January 26, 2015, as presented. Seconded by Selectman Askenburg. Selectman Merrill abstained, all others in favor. **Motion carries.**

Selectmen Liaison Reports and Referrals
Selectman Askenburg:
-Congratulations were given to the new Chelmsford High School principal and the new Chelmsford Public Schools Business Manager.
-The 101 Mill Rd. Committee will be meeting on Wednesday, May 13, 2015 at 7:00PM. A video will be available on Chelmsford Telemedia.

Selectman Merrill:
No Referrals.

Selectmen Dixon:
No Referrals.

Selectman Joyce:
-The Town Manager was thanked for his efforts regarding the Dutton House and the lights at Santander Bank. The Town Manager was asked to inquire if the light fixtures on North Chelmsford Common could

be changed to the same style as is used in the Town Center. Mr. Cohen advised that the lights in the Center are maintained by the State, not the Town.

Chairman Hanson:
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Press Questions
No one came forward at this time.

Executive Session

Motion: by Selectman Joyce to enter into Executive Session, not to return to Regular Session for the purpose of discussing Strategies with respect to Litigation, and Land Use-continued from April 30, 2015. Seconded by Selectman Dixon.

Roll Call vote:

Selectman Dixon: Aye
Selectman Joyce: Aye
Selectman Askenburg: Aye
Selectman Merrill: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 10:32PM

Next Regular Meeting: June 1, 2015.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Flyer for Agway BBQ
-Proclamation for Memorial Day
-List of Committee Vacancies
-One Day License applications
-Supporting documents for Auto Dealers License
-Supporting documents for Alteration of Premises, 110 Grill
-Supporting documents for Dangerous Dog Hearing
-Supporting documents for Underground Conduit Petition for Wellman Ave.
-Presentation regarding the Municipal Aggregation Plan
-Presentation from the Vinal Square Strategic Action Plan Committee
-Supporting documents for North Chelmsford Town Hall Historic Places Nomination
-Drainage easement for 24 Linwood St.
-Memo of May 4, 2015 regarding Towing Contract
-Supporting documents for Dog Park Bid Award
-Supporting documents for Town Offices Wireless Bid Award
-Committee Applications
-Draft Minutes

Approved and HELD 6/15/2015

Released 10/26/16

Board of Selectmen
May 11, 2015
Executive Session (immediately following Regular Meeting)

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Jr., Selectman
Paul Cohen, Town Manager
Jack Blake, Kopelman & Paige, Town Council

[Agenda continued from April 30, 2015 Executive Session]

1. Open Litigation Matters –

16. Harvey v. Town of Chelmsford and the Chelmsford Board of Selectmen
Mr. Blake indicated the plaintiff had accepted Town Council's latest offer.

17. Harvey III v. Chelmsford Board of Appeals
Mr. Blake provided a summary of this matter. ZBA scheduled a hearing on the matter for May 7 and has requested Town Council's presence.

18. Harvey II v. Chelmsford Planning Board
Mr. Blake provided a summary of this matter, which remains open and pending.

Selectman Joyce indicated he was present during the original sessions to grant the special permit which were only intended for use for the Dutton House.

19. Town of Chelmsford v. Normandin, et. Al
Mr. Blake provided a summary of this matter, which remains open and pending.

20. Kelly v. Town of Chelmsford
Mr. Blake provided a summary of this matter, which remains open and pending.

21. Shyjan, et al. v. Town of Chelmsford
Mr. Blake provided a summary of this matter, which remains open and pending.

22. Town of Chelmsford v. McDonough
Mr. Blake provided a summary of this matter, which remains open and pending.

23. Claim Regarding the Sewer Installation at 8 Westford Street.
Mr. Blake provided a summary of this matter.

Mr. Cohen provided recent report from the Sewer Inspector on the new work performed this spring.

2. Cases Recently Closed -
   1. Couture v. Town of Chelmsford
      Mr. Blake provided a summary of this matter, which is now closed.

   2. Mazurezyk v. Chief of Police of Town of Chelmsford
      Mr. Blake provided a summary of this matter, which is now closed.

   3. Town of Chelmsford v. Russell, et al.
      Mr. Blake provided a summary of this matter, which is now closed.

Adjourn Executive Session 11:32 p.m.

Roll call- Matthew Hanson, Bob Joyce, Laura Merrill, George Dixon, Janet Askenburg, Paul Cohen

Approved 6/29/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
May 11, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

George Simonion-CHSAA Scholarship Awards
Mr. Simonian announced the Award Ceremony will be held on May 27, 2015 at the Performing Arts Center starting at 7:30PM. Everyone is welcome.

Regina Jackson-Military Community Covenant BBQ, May 16, 2015 Agway
Agway will host a fundraising barbeque on May 16, 2015, from 11:00AM-2:00PM to benefit the Military Community Covenant to support Chelmsford members of the armed forces and their families. Everyone is welcome.

Regina Jackson-Memorial Day Parade
This year's parade will start at the American Legion on Groton Rd. in North Chelmsford at 10:00AM on May 25, 2015. Everyone is welcome; there will be ice cream at the Chelmsford Community Center, and an observance ceremony at Veteran's Memorial Park.

A proclamation was read by Selectman Joyce, and accepted by Ms. Jackson.

Open Session
Paul Rigazio, 25 Clover Hill Dr., urged the Board to work with Governor Baker to obtain more equitable Chapter 70 funding for the Town. Selectman Hanson advised this would be discussed when the Board sets their goals for the next year.

John Wojcik, 80 Littleton Rd., requested a meeting with the board and the Police Chief to discuss truck traffic from Aggregate Industries. He believes the Board of Health is not receiving requested reports, trucks are very noisy throughout the night, and there are many area residents that would like this addressed. Selectman Hanson suggested discussion at a future Public Input Session.

Vivian Merrill, 23 Maple Rd., reminded residents the Walgreen's Dog Rally is being held on May 30, 2015. Proceeds will benefit the Chelmsford Dog Association and the Dog Park at 54 Richardson Rd. Everyone is welcome to this event.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
One Day Beer and Wine License: Budget Buddies, CCA, 1A North Rd, May 29, 2015
Nancy Olt explained this fundraising event will begin at 7:00PM on May 29, 2015. Flyers were left for additional information.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for Budget Buddies, Inc. on May 29, 2015, for the hours of 7:00PM-11:00PM, to be exercised on the premises at 1A North Rd.. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day Beer and Wine License: Huntington's Disease Society of America, CCA, 1A North Rd, May 30, 2015
Dave Souza, 6 Stevens St., explained this is a fundraising event, and presented a book to Selectman Joyce in recognition of his past support for this organization. Selectman Joyce accepted the book, and it will be available at the Public Library.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for the Huntington Disease Society of America on May 30, 2015, for the hours of 6:30PM-11:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day Beer and Wine License: The Harbison Family/Pan Mass Challenge Fundraiser, CCA, 1A North Rd, June 5, 2015
Discussion tabled, as no one was present at this time.

One Day Beer and Wine License: Kathleen Howe Memorial Service. CCA, 1A North Rd., June 27, 2015
Alisia Howe explained the event is a memorial service for Kathleen Howe.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for Alysia Howe on June 27, 2015, for the hours of 3:00PM-6:00PM, to be exercised on the premises at 1A North Rd.. Seconded by Selectman Merrill. **Motion carries, unanimous**

One Day Beer and Wine License: Chelmsford Art Society, CCA Fundraiser, 1A North Rd., July 3, 2015
Ivan Orlinsky, 54 Elm St., explained the event is an Art Show held annually during the July 4th country Fair and Parade. The opening will be on July 2, 2015.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for the Chelmsford Center for the Arts on July 2, 2015, for the hours of 6:00PM-10:00PM, to be exercised on the premises at 1A North Rd.. Seconded by Selectman Merrill. **Motion carries, unanimous**

Auto Dealer Class II Transfer-Dutra and Barros Inc. d/b/a Route 110 Car Mall, 301 Littleton Rd.
Antonio Barros requested the transfer of this license to the new owner, Edivaldo Dutra. The license is good for up to 9 cars.

> **Motion:** by Selectman Joyce to approve the application for Transfer of Auto Dealer II License from Antonio Claudio Pereira Barros to Edivaldo Dutra to be exercised on the premises at 301

Littleton Rd., contingent upon providing updated evidence of Workers Compensation Certificate of Insurance. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Public Hearings

All Alcohol Restaurant Alteration of Premises: 110 Grill, 110 Chelmsford St.

Atty. Kevin Erikson explained the request is to change the exterior appearance of the restaurant, and to do minor cosmetic interior changes. The seating will remain the same. The work will consist of new paint, change of the bar structure and removal of a couple of walls.

Selectman Joyce advised he will discuss the sign with the Planning Board, as he feels it does not comply with the Town's Sign bylaw.

No comments were received from the audience, and there were no further questions from the Board.

Motion: by Selectman Joyce to close the Public Hearing for 110 Grill, 116 Chelmsford St. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve an Alteration of Premises-All Alcohol Restaurant License for Take Two One Ten Grill, LLC d/b/a 110 Grill to be exercised on the premises at 116 Chelmsford St. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Underground Conduit Petition: Wellman Ave.

The request is to replace one pole and install new underground conduit in the area of the Wellington Condominiums.

Selectman Joyce requested that the old pole be removed within 60 days.

Audience comments:
Dave Dubinski, 229 Wellman Ave. requested that any damage to roads and grass be repaired by the applicant, and that advance notification be provided to the Condominium's Board and management company so that residents can be notified of the work. He will contact National Grid to discuss damage to private property caused by power surges when electricity is restored.

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Motion: by Selectman Askenburg to approve the appointment of Thomas Fall to the Board of Registrars for a term to expire April 30, 2018. Seconded by Selectman Merrill. Selectman Joyce opposed, all others in favor. **Motion carries.**

Personnel Board

Motion: by Selectman Askenburg to approve the appointment of David Goselin to the Personnel Board for a term to expire April 30, 2016. Seconded by Selectman Merrill. Selectman Joyce opposed, all others in favor. **Motion carries.**

Minutes
Tri-Board Meeting Minutes January 12, 2015

Motion: by Selectman Joyce to approve the Tri-Board Meeting Minutes of January 12, 2015, as presented. Seconded by Selectman Merrill. Selectman Merrill abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes January 26, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of January 26, 2015, as presented. Seconded by Selectman Askenburg. Selectman Merrill abstained, all others in favor. **Motion carries.**

Selectmen Liaison Reports and Referrals
Selectman Askenburg:
-Congratulations were given to the new Chelmsford High School principal and the new Chelmsford Public Schools Business Manager.
-The 101 Mill Rd. Committee will be meeting on Wednesday, May 13, 2015 at 7:00PM. A video will be available on Chelmsford Telemedia.

Selectman Merrill:
No Referrals.

Selectmen Dixon:
No Referrals.

Selectman Joyce:
-The Town Manager was thanked for his efforts regarding the Dutton House and the lights at Santander Bank. The Town Manager was asked to inquire if the light fixtures on North Chelmsford Common could

be changed to the same style as is used in the Town Center. Mr. Cohen advised that the lights in the Center are maintained by the State, not the Town.

Chairman Hanson:
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Press Questions
No one came forward at this time.

Executive Session

Motion: by Selectman Joyce to enter into Executive Session, not to return to Regular Session for the purpose of discussing Strategies with respect to Litigation, and Land Use-continued from April 30, 2015. Seconded by Selectman Dixon.

Roll Call vote:
Selectman Dixon: Aye
Selectman Joyce: Aye
Selectman Askenburg: Aye
Selectman Merrill: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 10:32PM

Next Regular Meeting: June 1, 2015.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Flyer for Agway BBQ
-Proclamation for Memorial Day
-List of Committee Vacancies
-One Day License applications
-Supporting documents for Auto Dealers License
-Supporting documents for Alteration of Premises, 110 Grill
-Supporting documents for Dangerous Dog Hearing
-Supporting documents for Underground Conduit Petition for Wellman Ave.
-Presentation regarding the Municipal Aggregation Plan
-Presentation from the Vinal Square Strategic Action Plan Committee
-Supporting documents for North Chelmsford Town Hall Historic Places Nomination
-Drainage easement for 24 Linwood St.
-Memo of May 4, 2015 regarding Towing Contract
-Supporting documents for Dog Park Bid Award
-Supporting documents for Town Offices Wireless Bid Award
-Committee Applications
-Draft Minutes

BOARD OF SELECTMEN WORK SESSION AGENDA
May 18, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2015 MAY 14 PM 2:09
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **CALL TO ORDER - 6:00 PM**
2. **BOARD OF SELECTMEN GOALS**
3. **BOARD OF SELECTMEN LIAISON ASSIGNMENTS**

RECEIVED
MAR 1 1 '68
8:10

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Work Session Meeting MINUTES
May 18, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice-Chairman
Laura Merrill, Clerk (arrived 6:35PM)
Janet Askenburg, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 6:15 PM.

The purpose of this meeting is to establish the Goals for the Board and the Town Manager for FY16 and to establish Liaison Assignments for the Board members.

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2015 JUL -1 PM 12:36
TOWN OF CHELMSFORD
OFFICE OF THE TOWN CLERK

The list of goals & liaison assignments from FY15 was provided for review and discussed as follows.

Liaison Assignments
Committees will be notified of the BOS member representative as soon as possible. Additional committees that were not on last year's list were added, and liaisons filled.

Goals
FY15 Goals were read into the record, and will either be kept or amended. A new document will be provided for approval at the next regular Board meeting on June 1, 2015.
Action items also discussed:
-Selectman Hanson will ask the School Department about any restoration plans for the skate park by McCarthy Middle School as some fundraising efforts have been donated for this area.
-Selectman Joyce requested the DPW install sidewalks along Richardson Rd. near the new Dog Park, to accommodate more pedestrians in this area trying to get to the park. Mr. Cohen advised this is in their Sidewalk Plan, but not for this year.
-Solutions for ADA compliance issues at the Chelmsford Telemedia studio are being discussed.
-Future capital improvement projects for the schools such as science labs and addressing the modular classrooms will be discussed at the next Tri-Board meeting. Additional projects will be also be discussed, as will what the Town will do when the Forum lease expires.

-Selectman Joyce suggested having a sub-committee look at street lights, as lighting is not adequate in some areas. He will follow up with the Energy Committee. Mr. Cohen will look into reports of some street lights at south row School and the Library remaining lit during the day.
-Selectman Askenburg suggested creating an action plan to address double poles.
-Selectman Merrill inquired about a resident email regarding reports of fallen or damaged trees in public places. Chairman Hanson indicated he had responded to the inquiry. Mr. Cohen advised the Tree Warden investigates when there is a report of potential tree problem, and these trees are monitored and trimmed or removed when manpower is available.
-Mr. Cohen announced that three candidates for the fire Chief's position will be interviewed by the assessment center.
-Selectman Hanson asked about reviewing the Town Charter. He was advised that the Town Moderator would be responsible for this function.
-Mr. Cohen confirmed that the smokestacks at Aggregate Industries are monitored by the EPA and the DEP.
-Sterling Golf is an independent company, and they send required information regarding Chelmsford Country Club and Golf Course to the Town as requested.
-Selectman Joyce suggested site visits to ensure that drive-up trash barrels required by the Planning Board are placed where they are supposed to be. He has received reports that indicate they have been moved at some establishments.
-The Board was advised that the point of contact regarding signage and traffic issues is the Police Chief or DPW. Other traffic and pedestrian safety issues are reviewed by BPAC, and can sometimes be addressed through DLTA grants or NMCOG studies.

There being no further business to discuss, the meeting was adjourned.

> **Motion:** by Selectman Joyce to adjourn the meeting at 7:40PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Next Regular Meeting: June 30, 2014

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Board of Selectmen/Town Manager Goals FY15 document
-FY15 Liaison Assignments List

Approved 6/19/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Work Session Meeting MINUTES
May 18, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice-Chairman
Laura Merrill, Clerk (arrived 6:35PM)
Janet Askenburg, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 6:15 PM.

The purpose of this meeting is to establish the Goals for the Board and the Town Manager for FY16, and to establish Liaison Assignments for the Board members.

The list of goals & liaison assignments from FY15 was provided for review and discussed as follows.

Liaison Assignments
Committees will be notified of the BOS member representative as soon as possible. Additional committees that were not on last year's list were added, and liaisons filled.

Goals
FY15 Goals were read into the record, and will either be kept or amended. A new document will be provided for approval at the next regular Board meeting on June 1, 2015.
Action items also discussed:
-Selectman Hanson will ask the School Department about any restoration plans for the skate park by McCarthy Middle School as some fundraising efforts have been donated for this area.
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-Solutions for ADA compliance issues at the Chelmsford Telemedia studio are being discussed.
-Future capital improvement projects for the schools such as science labs and addressing the modular classrooms will be discussed at the next Tri-Board meeting. Additional projects will be also be discussed, as will what the Town will do when the Forum lease expires.

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-Mr. Cohen confirmed that the smokestacks at Aggregate Industries are monitored by the EPA and the DEP.
-Sterling Golf is an independent company, and they send required information regarding Chelmsford Country Club and Golf Course to the Town as requested.
-Selectman Joyce suggested site visits to ensure that drive-up trash barrels required by the Planning Board are placed where they are supposed to be. He has received reports that indicate they have been moved at some establishments.
-The Board was advised that the point of contact regarding signage and traffic issues is the Police Chief or DPW. Other traffic and pedestrian safety issues are reviewed by BPAC, and can sometimes be addressed through DLTA grants or NMCOG studies.

There being no further business to discuss, the meeting was adjourned.

> **Motion:** by Selectman Joyce to adjourn the meeting at 7:40PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Next Regular Meeting: June 30, 2014

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Board of Selectmen/Town Manager Goals FY15 document
-FY15 Liaison Assignments List

BOARD OF SELECTMEN MEETING AGENDA
June 1, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

---

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**
2. **OPEN SESSION**
3. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**
4. **DANGEROUS DOG HEARING**

   - Shawn Kelly, 11 Joyce Street

   Documents: **DOG HEARING NOTIFICATION-KELLEY-06-01-2015.PDF**
5. **REPORTS & PRESENTATIONS**

   - Chelmsford Water District Annual Update

   Documents: **CWD-PRESENTATION-06-01-2015.PDF**
6. **TOWN MANAGER CONTRACT/BID AWARDS**

   - Police Chief James Spinney: Extension of Towing Services Contract
   - FY16 DPW Bid Awards

   Documents: **LETTER FROM CHIEF-TOWING.PDF, DPW BID AWARDS.PDF**
7. **APPOINTMENT OF FIRE CHIEF GARY RYAN**

   Documents: **GARY RYAN.PDF**
8. **APPOINTMENTS**

   - Community Preservation Committee: Brian Stripp

   Documents: **COMMUNITY PRESERVATION COMMITTEE APPLICATION-STRIPP.PDF**
9. **BOARD OF SELECTMEN GOALS**
10. **BOARD OF SELECTMEN LIAISON ASSIGNMENTS**

    Documents: **BOS_LIAISON_ASSIGNMENTS_2016.PDF**
11. **MINUTES**

    - Regular Meeting Minutes March 9, 2015

RECEIVED
2015 MAY 28 PM 5:55
TOWN OF CHELMSFORD
DONORINA A. MALONEY
TOWN CLERK

- Regular Meeting Minutes March 23, 2015

Documents: **3-9-15 BOS MINUTES.PDF**, **3-23-15 BOS MINUTES.PDF**

12. SELECTMEN LIAISON REPORTS & REFERRALS

13. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: June 15, 2015

RECEIVED
2015 MAY 28 PM 5:55
TOWN OF CHELMSFORD
ONORINA A. MALONEY
TOWN CLERK

Approved 7/20/2015

RECEIVED
2015 JUL 21 PM 3:18
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
June 1, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Appointment of Fire Chief Gary Ryan
This item was taken out of order. Mr. Cohen summarized the process used to pick the next fire chief, and Mr. Ryan was invited to speak. Mr. Ryan thanked the Board, past Chiefs and his family, and looks forward to addressing life-saving and quality of life issues.

> **Motion:** by Selectman Joyce to approve the Town Manager's recommendation to appoint Gary Ryan as Chief of the Fire Department. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Dangerous Dog Hearing
Shawn Kelly, 11 Joyce St.
Speakers were sworn in. ACO Erik Merrill explained the dog escaped its residence and bit a child playing basketball in his driveway across the street. The dog was not licensed or up to date on a rabies vaccination, and is being held at the Dog Pound. Neighbors have since come forward stating the dog is often seen running at large. ACO Merrill has been observing the dog, and she seems more fearful than aggressive. He felt if the owners are diligent with muzzling and training she would not be a candidate for euthanasia. Michelle Kelly explained she has 3 small dogs of her own; her boyfriend's dog will stay for periods of time, and her other son's dog has been staying there and is expected to move out in June. Sean Kelly advised that the dog will be relocated to his girlfriend's home in Lowell. Chairman Hanson advised that when the dog is in Chelmsford, she must be muzzled and leashed at all times due to her fearfulness creating a propensity to bite again. Mr. Kelly stated he understood if there was a future incident, the dog would have to be euthanized. He also agreed to notify Lowell of the results of this Hearing.

No comments were received from the audience.

Motion: by Selectman Joyce to close the Dangerous Dog Hearing for Dakota, a pit bull residing at 11 Joyce St. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to deem Dakota, a pit bull residing at 11 Joyce St. as a Dangerous Dog. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce that Dakota, a pit bull residing at 11 Joyce St. will be kept muzzled, will wear a red/yellow collar, will be contained in an escape-proof enclosure as described in a document read into the record, and the understanding by Sean Kelly that any further incidents will result in seizure and euthanasia of the dog. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports and Presentations

Chelmsford Water District Annual Update

George Allen of Stan-Tec provided a hand-out to the Board, and introduced the members of the Board of Directors for the Water District. The presentation included a description of the Summer Water Management Program, public outreach efforts to the public, a description of limits of withdrawal, rainfall data, service areas, supply and demand data, recent activities, and photos of many of their facilities and awards.

Former Selectman Pat Wojtas was thanked for her service as liaison over the past few years, and the District looked forward to working with Selectman Joyce.

Town Manager Contract/Bid Awards

Police Chief James Spinney: Extension of Towing Services Contract-continued

Selectman Merrill referenced a newspaper article from 2012 where three towing companies indicated they were upset because they were not given a chance to offer a bid. Mr. Cohen explained this contract was last bid in 2010; another company was awarded the contract which was rescinded due to public safety concerns. Christopher's was the next candidate, and has successfully provided this service ever since. The Police chief supports a decision to extend the current contract.

Motion: by Selectman Joyce to extend the Towing contract with Christopher's Towing for one year, and review at that time. **Motion fails for lack of a second.**

Selectman Askenburg indicated she spoke with Chief Spinney and others regarding this decision, and in light of past performance by Christopher's, she is comfortable supporting a three year extension. Selectman Joyce withdrew his motion, but still felt the contract should be reviewed annually.

Motion: by Selectman Joyce to extend the Towing contract with Christopher's Towing for three years as recommended by the Town Manager. Seconded by Selectman Dixon. Selectman Merrill opposed, all others in favor. **Motion carries.**

FY16 DPW Bid Awards

A list of materials being bid was provided to the Board for review. Prices are subject to market fluctuations, which are typical in this industry.

Motion: by Selectman Joyce to approve the DPW bid award for Materials as recommended by the Town Manager, as presented. Seconded by Selectman Merrill. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Town Manager Appointments
Community Preservation Committee

Motion: by Selectman Joyce to approve the appointment of Brian Stripp to the Community Preservation Committee for a term to expire June 30, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Board of Selectman Goals
An updated document was provided to the Board for review. Selectman Joyce requested that item 6 regarding Affordable Housing be amended to limit the Board's support to only projects sponsored by the Chelmsford Housing Authority. The Board agreed with the request.

Motion: by Selectman Askenburg to approve the FY2016 Board of Selectmen/Town Manager goals as amended. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Board of Selectmen Liaison Assignments
All Board members were aware of their liaison assignments for this year.

Motion: by Selectman Askenburg to approve the FY16 Board of Selectmen Liaison Assignments as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Minutes
Regular Meeting Minutes March 9, 2015

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of March 9, 2015, as presented. Seconded by Selectman Dixon. Selectmen Joyce and Merrill abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes March 23, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of March 23, 2015, as presented. Seconded by Selectman Askenburg. Selectman Merrill abstained, all others in favor. **Motion carries.**

Selectmen Liaison Reports and Referrals
Selectman Askenburg:
-The Board of Health is still discussing raising the age for tobacco sales. Their next meeting will be July 6, 2015. Residents were encouraged to reach out to them with any feedback.
-The School Committee has scheduled an Executive Session Meeting for June 3, 2015.
-The 101 Mill Rd. Committee is researching grants and funding sources and more ideas for the property. A video will be posted to their website soon.

Selectman Merrill:
-The Community Preservation Committee is using most of their funding to pay for bonded projects.
-The Bicycle & Pedestrian Advisory Committee (BPAC) will hold a memorial event for Carol Cleven on June 13, 2015, at 10:00AM. Everyone is welcome to attend.

-BPAC is discussing a plan to work with neighbors and the Town to do maintenance work on the Freeman Rail Trail and other popular pedestrian areas.
-The Planning Board approved a dog daycare facility on Acton Rd., and a gas station further up Acton Rd. at its last meeting.

Selectmen Dixon:
-The CHS Graduation Ceremony will be held June 7, 2015. Graduates were wished the best of luck.

Selectman Joyce:
-A request was made to Board members to replace him on the CIVIC Committee.
-A request was made to the Town Manager to provide finance reports on both Town Halls, and he reported that the elevator at North Town Hall often does not work properly. Mr. Cohen advised that the Town Accountant is scheduled to do a presentation at the next Board meeting, and her information will include data on both Town Halls. The issue with the elevator is that it is not used often.
-A request was made for a status of parking lot and softball field work near the Town Offices. Mr. Cohen reported that the parking lot will get a top coat of pavement and curbing will be installed, and then the field will be finished. Selectman Joyce requested a final financial report of all of the work done around the Town Offices when the projects are completed.

Chairman Hanson:
-The Board was asked for input regarding the Town Manager's and Town Accountant's performance appraisals which need to be completed soon. Mr. Cohen summarized Open Meeting Law requirements surrounding these discussions. Selectman Joyce suggested developing a new process for these reviews, as he did not like the format of the current process, and he agreed to do some research. Chairman Hanson will meet with Mr. Cohen for his appraisal, and Selectman Joyce will meet with Darlene Lussier for her appraisal.
-NMCOG has sent a letter to Governor Baker's office requesting release of funds for the Rourke Bridge project.
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Press Questions
No one came forward at this time.

Next Regular Meetings: June 15, 2015 and June 29, 2015.

Motion: by Selectman Joyce to adjourn this meeting at 8:51PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-List of Committee Vacancies
-Supporting documents for Appointment of Gary Ryan as Fire Chief
-Supporting documents for Dangerous Dog Hearing
-Presentation from the Chelmsford Water District

-Supporting documents regarding the Towing Contract
-Supporting documents for DPW Bid Award
-Committee Applications
-BOS FY16 List of Goals
-BOS FY16 Liaison Assignments
-Draft Minutes

REVISED
6/12/15

BOARD OF SELECTMEN MEETING AGENDA
June 15, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

---

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Laura DeVita, Renee Molinari & Captain Meghan Curran: LionsARK "Honoring Our Heroes" Event 7/5/2015
   - Kirk Marshal: ATEF Grant Awards
   - Erik Merrill: Living With Wildlife Seminar, 6/24/2015

   Documents: **LIONSARKMISSIONLOGO.PDF, LIONSARK.PDF, ATEF AWARDS.PDF, LIVING WITH WILDLIFE.PDF**

RECEIVED
2015 JUN 12 PM 2:
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day Beer & Wine License: Susan Gates, CCA 1A North Rd. Jazz Concert, 6/27/2015
   - One Day Beer & Wine License: Barbara Martin, CCA 1A North Rd. Bridal Shower, 7/12/2015
   - One Day Beer & Wine License: St. Vartanantz Armenian Church, 180 Westford Rd. Annual Picnic, 8/9/2015

   Documents: **1 DAY CCA 6 27.PDF, 1 DAY BARBARA MARTIN 7 12 15.PDF, 1 DAY ST V 8 9 15.PDF**

6. **REPORTS & PRESENTATIONS**

   - Bill Askenburg: Pollinator Park at Roberts Field
   - Darlene Lussier: FY2015 Budget Update

   Documents: **POLLINATOR PARK AT ROBERTS FIELD.PDF, GARDEN MARKER.PDF, YTD BUDGET REPORTS - MAY 31 2015.PDF**

7. **TOWN MANAGER BID AWARDS**

   - Bituminous Concrete Excavation By Cold Planer, Bituminous Concrete In-Place (Machine Placed) & Adjustment of Casting to Grade

Documents: **PAVING BID TABULATION SHEET.PDF**

REVISED
6/12/15

8. APPOINTMENTS

- Annual Re-Appointments

TM Appointments:

- Mick Thompson, Community Action Program Committee, 1 year term 6/30/2016
- Cathy Jewell, TREE Committee, 1 year term 6/30/ 2016

BOS Appointment:

- Steven J. Miller, Military Community Covenant Task Force, 3 year term 6/30/2018

Documents: **ANNUAL COMMITTEE APPOINTMENTS.PDF, CAP-THOMPSON.PDF, TREE-JEWELL.PDF, MCC-MILLER.PDF**

9. ANNUAL PERFORMANCE EVALUATION

- Town Accountant, Darlene Lussier
- Town Manager, Paul Cohen

RECEIVED
2015 JUN 12 PM 2:01
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

10. MEETING MINUTES

- Executive Session Minutes: April 13, 2015
- Regular Meeting Minutes: April 30, 2015
- Executive Session Minutes: April 30, 2015
- Executive Session Minutes: May 11, 2015

Documents: **REG SESSION_2015_0430.PDF**

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: June 29, 2015

BOARD OF SELECTMEN MEETING AGENDA
June 15, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

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RECEIVED
2015 JUN 11 PM
TOWN OF CHELMSFORD
HONORINA Z. MALONEY
TOWN CLERK

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day Beer & Wine License: Barbara S. Martin, CCA, 1A North Rd. Bridal Shower, 7/12/2015
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   Documents: **1 DAY BARBARA MARTIN 7 12 15.PDF, 1 DAY ST V 8 9 15.PDF**

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   - Darlene Lussier: FY2015 Budget Update

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8. APPOINTMENTS

- Annual Re-Appointments

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- Town Accountant, Darlene Lussier
- Town Manager, Paul Cohen

RECEIVED
2015 JUN 11 PM
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

10. MEETING MINUTES

- Executive Session Minutes: April 13, 2015
- Regular Meeting Minutes: April 30, 2015
- Executive Session Minutes: April 30, 2015
- Executive Session Minutes: May 11, 2015

Documents: **REG SESSION_2015_0430.PDF**

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: June 29, 2015

Approved 7/20/2015

RECEIVED
2015 JUL 21 PM 3:18
TOWN OF CHELMSFORD
ONORINA S. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
June 15, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Not Present:
Janet Askenburg, Selectman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements
Laura DeVita, Renee Molinari & Captain Meghan Curran: LionsARK "Honoring Our Heroes" Event July 5, 2015
An Open House is being held at the Chelmsford Senior Center from 9:00AM-12 noon. Attendees will have a meet and greet with local veterans.

Kirk Marshall: ATEF Grant Awards
Mr. Marshal thanked Town officials and donors for their support; members were listed, and the purpose of the fund was described. This year's seven grant recipients were presented with their award, and their programs were described.

Erik Merrill: Living With Wildlife Seminar, June 24, 2015
Vivian Merrill, 23 Maple Rd. announced this free Seminar is being held at the Chelmsford Police Dept. Community Room from 6:00PM-9:30PM, and everyone is welcome to attend.

Open Session
Kathy O'Brien and Fran McDougall announced this year's Farmer's Market on Chelmsford Common will open on Thursday, June 18, 2015 at 2:00PM with a ribbon cutting ceremony. The Market will run every Thursday through October 1, 2015, from 2:00PM-6:00PM. Non-profit organizations were encouraged to attend.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses

Applicants were granted permission not to appear, as they have had multiple licenses granted, and there have never been any issues.

One Day Beer and Wine License: Susan Gates, CCA, 1A North Rd, Jazz Concert, June 27, 2015
One Day Beer and Wine License: Barbara Martin, CCA, 1A North Rd, Bridal Shower, July 12, 2015
One Day Beer and Wine License: St. Vartenantz Armenian Church, 180 Westford Rd., Annual Picnic, August 9, 2015

> **Motion:** by Selectman Joyce to approve One Day Beer and Wine Licenses to Susan Gates at the Chelmsford Center of the Arts on June 27, 2015, for the hours of 7:00PM-10:00PM, to be exercised on the premises at 1A North Rd., to Barbara S. Martin at the Chelmsford Center of the Arts for July 12, 2015 for the hours of 11:00AM-2:00PM to be exercised on the premises at 1A North Rd., and to St. Vartanantz Armenian Church for August 9, 2015 for the hours of 12:00PM-5:00PM to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Merrill. **Motion carries, unanimous**

Reports and Presentations
Bill Askenburg: Pollinator Park at Roberts Field
Bill Askenburg, 185 Westford St. requested permission to install a garden stone at the pollinator park at Roberts Field in memory of someone in the neighborhood. Donations were given by neighbors to create and install the marker, and the balance of the funds will be donated to park improvements. Recent work done by volunteers at the park was described.

> **Motion:** by Selectman Joyce to accept the donation of the memorial marker for the Pollinator Park at Roberts Field, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Darlene Lussier: FY2015 Budget Update
Revenues as of May 31, 2015 are very strong, with a collection rate of 99%. Penalties & Interest came in high this year due to a one-time tax resolution with the landfill on Stedman St. State re-imbursements will arrive in June. $30,000.00 in uncashed vendor checks will be returned to the General Fund.

There are no over-runs on Department expenses except for the Snow & Ice budget. Encumbrance notices will begin to come in soon. Balances on Revolving Accounts were presented, as well as information on the Town Halls as requested by Selectman Joyce. Snow/Ice expenses have been submitted to FEMA, the Town is awaiting word on when reimbursement of $355,000.00 will come in.

The project to convert & train the School Department on MUNIS is expected to be complete in August. Auditors are aware of the teacher payroll issue that occurred with the summer balloon payments. Amounts to be re-paid have been determined, and affected parties have been notified. Ms. Lussier expects the matter to be cleared up very quickly.

Town Manager Bid Awards
Bituminous Concrete Excavation By Cold Planer, Bituminous concrete In-Place (Machine Placed) & Adjustment of Casting to Grade
This is an annual award for the town's paving contract.

Motion: by Selectman Joyce to approve the Town Manager's bid award for Bituminous Concrete Excavation By Cold Planer, Bituminous concrete In-Place (Machine Placed) & Adjustment of Casting to

Grade Pavement to Sunshine Paving for FY2016, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Appointments
Annual Re-Appointments

Motion: by Selectman Joyce to approve the Town Manager's and Board of Selectmen's Annual Re-Appointments as presented, for terms to expire as listed. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Town Manager Appointments
Mick Thompson, Community Action Program Committee, 1-year term 6/30/16

Motion: by Selectman Joyce to approve the appointment of Mick Thompson to the Community Action Program for a term to expire June 30, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Cathy Jewell, TREE Committee, 1-year term 6/30/16

Motion: by Selectman Joyce to approve the appointment of Cathy Jewell to the TREE Committee for a term to expire June 30, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Board of Selectman Appointment
Steven J. Miller, Military Community Covenant Task Force, 3 year term 6/30/18.

Motion: by Selectman Joyce to approve the appointment of Steven J. Miller to the Military Community Covenant Task Force for a term to expire June 30, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Annual Performance Evaluation
Town Accountant, Darlene Lussier
Town Manager, Paul Cohen
Discussion was tabled to June 29, 2015.

Minutes
Executive Session Meeting Minutes: April 13, 2015

Motion: by Selectman Joyce to approve but not release the Executive Session Meeting Minutes of April 13, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Regular Meeting Minutes April 30, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of April 30, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Executive Session Meeting Minutes April 30, 2015

Motion: by Selectman Joyce to approve but not release the Executive Session Meeting Minutes of April 30, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Executive Session Meeting Minutes May 11, 2015

> **Motion:** by Selectman Joyce to approve but not release the Executive Session Meeting Minutes of May 11, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:
-Red Hat software was thanked for their volunteer work at 101 Mill Rd. and they will be the Paul Center on June 24, 2015. Congregation Shalom will also do some volunteer work at the Paul Center.
-Hart Pond Association did some chemical water treatment on Hart pond last Saturday.
-Condolences were given to the Jamros Family on Edward Jamros' passing.

Selectman Joyce:
No Referrals

Selectmen Merrill:
-The Friends of the Freeman Rail Trail Group held a memorial service for Carol Cleven on June 13, 2015. The group is discussing a permanent remembrance in her honor.

Chairman Hanson:
-The Selectmen's Scholarship Comedy Night is being held on June 18, 2015 at the Princeton Station from 7:00PM-11:00PM. Tickets are still available.
-There will be no office hours held this week.

Press Questions
No one came forward at this time.

Next Regular Meeting: June 29, 2015.

> **Motion:** by Selectman Joyce to adjourn this meeting at 8:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Flyer for LionsARK
-Certificates for ATEF Award Winners
-Living with Wildlife Seminar
-List of Committee Vacancies
-Supporting documents for One Day Licenses
-Memo regarding a Garden Marker at the Pollinator Park at Roberts Field
-Memo of June 9, 2015 regarding Annual Financial Report
-Bidder list for DPW Materials
-List of annual Re-appointments

-Committee Applications
-Draft Minutes

BOARD OF SELECTMEN MEETING AGENDA
June 29, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2015 JUN 25 PM 3:45
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**
   Charlene Svenson & Ron Hubbard: Lions Club Country Fair
   Lynn Marcella: July 4th Parade

   Documents: **JULY-4TH_ACTIVITIES-15.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **REPORTS & PRESENTATIONS**

   - John Sousa: Vacate Foreclosure - 39 Dunshire Dr.
   - Dave McLachlan: Oak Hill Study Committee
   - Evan Belansky: Community Compact

   Documents: **VACATE FORCLOSURE-39 DUNSHIRE DR..PDF, OAK HILL-REPORT FINAL.PDF, OAK HILL-BOS PRESENTATION-SELECTMEN.PDF, COMMUNITY COMPACT.PDF**

6. **TOWN MANAGER REPORTS**

   - Municipal Energy Aggregation Plan DOER Review
   - Town Center Underground Utility Project Fund Balances
   - Municipal Energy Technical Assistance Grant Application
   - Assessors Property Revaluation Inspections
   - Adams Library Carriage House Draft Conceptual Plan
   - List of Qualified Officers & Designated Backup Signatory

   Documents: **AGGREGATION PLAN.PDF, UNDERGROUND UTILITY FUND BALANCES.PDF, CHELMSFORD ATTACHMENT A- PROJECT SUMMARY.PDF, 15065-CONCEPT 6A.PDF, LIST OF QUALIFIED OFFICERS TO PERFORM TM DUTIES 6-15.PDF**

7. **APPOINTMENTS**

   - Conservation Commission

   Documents: **APRIL MENDEZ CONSERVATION COMMSSION APPLICATION.PDF**

8. **ANNUAL PERFORMANCE EVALUATION & FY16 COMPENSATION**

- Town Accountant, Darlene Lussier
- Town Manager, Paul Cohen

9. MEETING MINUTES

- Regular Meeting Minutes: April 13, 2015
- Regular Meeting Minutes: May 11, 2015
- Work Session Minutes: May 18, 2015

Documents: **4-13-15 BOS MINUTES.PDF, 5-11-15 BOS MINUTES.PDF, 5-18-15 BOS WORK.PDF**

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

NEXT REGULAR MEETING: July 20, 2015

RECEIVED
2015 JUN 25 PM 3:45
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Approved 7/20/2015

RECEIVED
2015 JUL 21 PM 3:18
TOWN OF CHELMSFORD
ONORINA A. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
June 29, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements
Charlene Svenson & Ron Hubbard: Lions Club Country Fair
Mr. Hubbard briefly summarized how the Lions Club benefits the Community through donations and scholarships. The Country Fair will begin on Friday, July 3rd from 5:00PM-11:00PM, and will resume Saturday, July 4th at 8:00AM.

People interested in joining the Lions Club can come to their monthly meeting, held on the 4th Tuesday of every month at the Radisson hotel.

A Fall Fair date will be announced later this year.

Lynn Marcella: July 4th Parade
The Parade will start from the McCarthy Middle School at 10:00AM on Saturday, July 4th. Shuttle busses will be available to bring people to the parade staging area. Matt Scott is this year's Parade Marshall, and all of the retired Fire and Police Chiefs have arranged to appear in the parade. Sponsors were thanked; raffle tickets are still available, and there is still room for more groups to be in the parade, please notify the Committee as soon as possible.
New members are wanted for this Committee, as current members want to retire in two years, and they want to have time to train their replacements.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Reports and Presentations
John Sousa: Vacate foreclosure-39 Dunshire Dr.

Mr. Sousa reported that all past due amounts have been paid in full, and the Board was requested for vote to vacate the foreclosure on the property.

> **Motion:** by Selectman Joyce to vacate the final judgement covering the tax taking made against Joseph D. Arena and Jean M. Arena for unpaid taxes covering the property at 39 Dunshire Dr., North Chelmsford, upon payment of all taxes, interest, and charges due as provided under MGL 60:69, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Dave McLachlan: Oak Hill Study Committee
A full report was submitted to the Board. This parcel is 66 acres that will be brought under the jurisdiction of the Conservation Commission effective July 1, 2016. Current and proposed entrances were described, as the parcel is landlocked. Existing trails and stream were shown; several trails cross private property and have been used for years. Recommended improvements were suggested to a gully, the salt shed fence, to create a new stream crossing bridge and for several other items. Estimated expenses for these improvements are $28,000.00. There may be a deed change to the Town's property on Swain Rd. to allow for a formal access and parking area. Once the plan is approved, work will begin to file for a Notice of Intent with the Conservation Commission, and DPW will be contacted to help with other work.

> **Motion:** by Selectman Joyce to approve the Oak Hill Site Development Plan as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Evan Belansky: Community Compact
Mr. Cohen explained this is a state sponsored program that awards grants based on Best Practices in the areas of Information Technology, Regionalization/Shared Services, Transportation and Citizen Safety, Education, and Energy & Environment. This could create and opportunity for the Town to partner with the Water District on water conservation initiatives. Selectman Askenburg suggested that the School Department might also be interested in this program.

Town Manager Reports
Municipal Energy Aggregation Plan DOER Review
Initial approval of the plan has been received from DOER. DPU will review it next, and Mr. Cohen expects to hear something in several months.

Town Center Underground Utility Project Fund Balances
Reports were received from National Grid and Verizon. National Grid has their funding for Phase 2 of this project ready; however, Verizon is still paying down their expenses from Phase 1. It could be two more years before Phase 2 work is started.

Municipal Energy Technical Assistance Grant Application
A grant has been requested in the amount of $12,500.00 for technical assistance to replace the heating system at the Chelmsford Center of the Arts.

Assessors Property Revaluation Inspections
Notices are being sent to residents with their next tax bill advising that evaluators will be clearly identified, and will request access to the inside of the home. In the event a resident wishes to file for an abatement, an interior inspection will be required. The primary purpose of the inspection is to verify square footage of a dwelling.

Adams Library Carriage House Draft Conceptual Plan

A draft concept plan for the building and parking area in the area where the Dutton House once stood was presented to the Board. Plans will be finalized for obtaining permits from the Planning Board and Conservation Commission. Abutters are interested in doing improvements to their own parcels that will complement the new construction at the Library.

List of Qualified Officers & Designated Backup Signatory
This list is required under the Town charter to be updated annually. This year's officers include Community Development Director Evan Belansky, Public Works Director Gary Persichetti and Finance Director John Sousa.

Holiday Hours at Town Offices
Town Offices will be open on July 3 until 4:00PM, closed for July 4, and open normal hours on July 6.

Appointments
Conservation Commission

> **Motion:** by Selectman Joyce to approve the appointment of April Mendez to the Conservation Commission for a term to expire June 30, 2018. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Minutes
Regular Meeting Minutes: April 13, 2015

> **Motion:** by Selectman Joyce to approve the Regular Meeting Minutes of April 13, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Regular Meeting Minutes May 11, 2015

> **Motion:** by Selectman Joyce to approve the Regular Meeting Minutes of May 11, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Work Session Minutes May 18, 2015

> **Motion:** by Selectman Joyce to approve the Work Session Meeting Minutes of May 18, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Annual Performance Evaluation & FY16 Compensation
Town Accountant, Darlene Lussier
Selectman Joyce met with Ms. Lussier, and he rated her performance as outstanding and exceptional. He requested the Board's assistance in setting next year's goals, and he will meet again with her for input prior to the Board's July 20, 2015 meeting. Selectman Joyce based his recommendation for salary increase on her active involvement is resolving the School Department situation and acceptance of additional responsibilities. Ms. Lussier was acknowledged as already accomplishing more responsibilities than her peer within the School Department, and the salaries are not equitable.

> **Motion:** by Selectman Joyce that Darlene Lussier receive a 2-step increase in salary for FY2016, based on her outstanding performance over the past year. Seconded by Selectman Merrill. **Motion carries, unanimous.**

> **Motion:** by Selectman Joyce to provide Ms. Lussier's performance appraisal with a rating of "Exceptional Performance". Seconded by Selectman Merrill. **Motion carries, unanimous.**

Town Manager, Paul Cohen
Chairman Hanson met with Mr. Cohen, and most of his goals from last year are still ongoing. Mr. Cohen provides timely responses, is financially astute, attends many community events, and his management style is very well received. Next year's goals would include the following: Continued monitoring of major Town projects, continued implementation & monitoring of the Grinder Pump process, continued efforts in regard to regionalization, continued work to complete the Comcast License renewal, support Master Plan recommendations for Center and Vinal Squares. Chairman Hanson recommended a 2% cost of living salary increase, and discussions of a merit increase to be reviewed upon completion of Union Personnel Agreement negotiations. Selectman Askenburg requested that the first goal be eliminated, as this is what the Town Manager does every day. As an alternate goal she suggested the Town Manager prepare a balanced Town Budget for the next five years that does not use stabilization fund or Free Cash amounts. Selectman Dixon stated this was not a reasonable request, as local aid and cost increases are too difficult to predict, especially over a five year period. Mr. Cohen pointed out that the Town Budget must always be balanced by the end of the fiscal year as required under State Law, and it always has been balanced with the help of temporary transfers during the year. The Stabilization Fund is not being drained to balance the budget, as had been experienced under prior Town Managers. Free Cash has been available since 2004 to pay for snow/ice deficits, union contracts and other municipal needs. The exercise can be done, but it will cause unnecessary stress on all operations. Selectman Merrill suggested that the Board's policy of not using the Stabilization Fund for budgeting purposes may need to be changed, even though the money is always replaced as promised. Mr. Cohen preferred to have Town Counsel's opinion on the implications of not meeting this goal as it applies to the Town Charter, as he is responsible for the Budget, not the Board.

> **Motion:** by Selectman Joyce to table further discussion of the Town Manager's Performance Review until July 20, 2015. **Motion fails for lack of a second.**

The Board agreed to finalize the rating of the Town Manager's review. The Board was split between "Meets Expectations" and "Consistently exceeds expected level of performance" based on budget philosophy. Mr. Cohen thanked the department heads and staff in the Town for their collaborative efforts and assistance with unforeseen events such as retirements and School Department issues. He was very fortunate to be able to rely on those that helped keep operations running smoothly.

> **Motion:** by Selectman Askenburg that the Town Manager's performance be rated as "Consistently exceeds expected level of performance". Seconded by Selectman Joyce. **Motion carries, unanimous.**

The Board will finish discussion of next year's goals for the Town Manager at the meeting on July 20, 2015.

Selectmen Liaison Reports and Referrals
Selectman Dixon:
-Residents were encouraged to attend the July 4th Country Fair and Parade, and to have a safe holiday.
-Condolences were given to the families of Dominic Tringali and George Greenman.
-Mike Curran was wished well as the former Fire Chief.

Selectman Joyce:

-Water Commissioner John Harrington from the Center Water District was asked to discuss brush cutting on Turnpike Rd. He explained that trees were cut around the water tank, and that slopes will be graded and grassed.
-The Town Manager was asked for an update on the Home Rule Petitions for the liquor licenses for the Chelmsford Center for the Arts and the Chelmsford Community Center. Mr. Cohen advised he hopes to hear something from legislators by the Fall.
-The light at 21 Algonquin Rd. is still not working, and has been reported to SeeClickFix.

Selectman Askenburg:
-The School Committee meeting has been re-scheduled to July 14, 2015. Dr. Lang will begin working as Superintendent effective July 1, 2015.
-The Finance committee is beginning discussions regarding the Town Budget. Chairman Hanson will coordinate with Tri-Board committee members for a possible meeting in August.
-Selectman Askenburg requested that the School Committee be invited to the Board's July 20, 2015 meeting to provide an update.

Selectmen Merrill:
-The Town Manager was asked to obtain data on the costs of hiring people in terms of the costs of benefits. Mr. Cohen advised the costs varies depending on what types of benefits are chosen.
-BPAC voted on policy practices they will post on their website. Mr. Cohen agreed to see what these policies entail.
-The Town Manager was asked to invite the Housing Advisory Board to a Board meeting to present their recent housing plan update and to discuss the 40B moratorium which was not granted.

Chairman Hanson:
-Board members were asked to pick a member that will act as a liaison to the Master Plan Implementation Committee.
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Press Questions
No one came forward at this time.

Next Regular Meeting: July 20, 2015.

Motion: by Selectman Joyce to adjourn this meeting at 9:24PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-2015 Fourth of July Program
-List of Committee Vacancies
-Supporting documents for 39 Dunshire Drive
-Presentation & Report for the Oak Hill Site Plan Committee
-Memo of June 11, 2015 regarding the Community Compact Program

-Undated Memo regarding DOER Acceptance of Municipal Aggregation Plan
-Financial Statements regarding the Underground Utility Project
-Grant Application Information for META Grant Program
-Adams Library Concept Plan
-List of Qualified Officers, dated June 25, 2015
-Committee Application
-Draft Minutes

BOARD OF SELECTMEN MEETING AGENDA
July 20, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

   - Moment of Silence in Memory of Walter R. Hedlund, Jr.

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Deadline for Citizen Petition Warrant Articles: August 3, 2015 at 4 PM

   Documents: **CLOSE THE WARRANT.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day Beer & Wine Licenses: Susan Gates, CCA 1A North Rd.

     Nick Goumas Quintet 7/31/2015
     Jacy Dawn Concert 8/8/2015
     The Doublenecks Concert 8/22/2015
     Wendee Glick Concert 9/5/2015

   Documents: **1 DAY LICENSES CCA .PDF**

RECEIVED
2015 JUL 16 PM 1:48
TOWN OF CHELMSFORD
ONDRINA Z. MALONEY
TOWN CLERK

6. **REPORTS & PRESENTATIONS**

   - Energy Manager Mashail Arif:

     - Green Communities Competitive Grant Award
     - Update on Solar Energy Installations & Energy Management Performance Contract
     - Massachusetts Department of Public Utilities Hearing on Municipal Electric Supply Aggregation Plan

   - Finance Director John Sousa: Authorization for Special Legal Counsel to Collect Reimbursement from Other Governmental Units for Portion of Retiree Health Insurance Premiums
   - Community Development Director Evan Belansky: Affordable Housing Certification re: 101 Mill Road

Documents: **CHELMSFORD_CPT4_AWARD_LTR.PDF, GREENCOMMUNITIESGRANT.PDF, ESCO UPDATE.PDF, DPU 15-87 - ORDER OF NOTICE (7-14-15).PDF, DPU 15-87 - NOTICE (7-14-15).PDF, RETIREE HEALTH INSURANCE REIMBURSEMENT.PDF, HPP CERTIFICATION.PDF**

7. **TOWN MANAGER REPORTS**

   - Regional Emergency Communications Center Study
   - Intermunicipal Agreement for Sewer Services at 136 Stedman Street Chelmsford

   Documents: **RECC OPTIONS FOR LARGER COMMUNIITES2.PDF, NMRECC SITE OPTIONS REPORT_EDITED.PDF, AGREEMENT 136 STEDMAN.PDF**

8. **TOWN ACCOUNTANT FY16 GOALS**

   Documents: **LUSSIER 2015.PDF**

9. **TOWN MANAGER GOALS FY16**

   Documents: **TOWN MANAGER PERFORMANCE APPRAISAL 2015.PDF, CHELM LTR BOS RE BUDGET _20150715231309.PDF**

10. **APPOINTMENTS**
    Cultural Council: 3 year term expiring 6/30/2018 Carol Roche

    Documents: **CULTURAL COUNCIL APP-ROCHE.PDF**

11. **MEETING MINUTES**

    - Regular Meeting Minutes: June 1, 2015
    - Regular Meeting Minutes: June 15, 2015
    - Regular Meeting Minutes: June 29, 2015

    Documents: **6-1-15 BOS MINUTES.PDF, 6-15-15 BOS MINUTES.PDF, 6-29-15 BOS MINUTES.PDF**

12. **SELECTMEN LIAISON REPORTS & REFERRALS**

13. **PRESS QUESTIONS**

Next Regular Meeting: August 10, 2015

RECEIVED
2015 JUL 16 PM 1:48
TOWN OF CHELMSFORD
ONORINA S. MALONEY
TOWN CLERK

Approved 8/31/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
July 20, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

A Moment of Silence was held in memory of Walter R. Hedlund, Jr.

Public Service Announcements
Deadline for Citizen Petition Warrant Articles: August 3, 2015 at 4:00PM
Chairman Hanson read this announcement into the record.

Open Session
Sam Chase, 5 River Meadow Drive, spoke as a resident and Assessor. He assured residents that the Town does not operate with an unbalanced budget, as that is prohibited by State Law. Municipal budgets are commonly adjusted in the fall, as the State looks at year-end figures, not what a community did to get there. State standards recommend 3-5% of collected funds be available as "free cash" or "available surplus funds" to pay for unanticipated expenses that occurred during the year. Mr. Chase believes the Town Manager has the Town's best interests in mind, and is not acting irresponsibly when he makes his budget.

Tom Gilroy, 14 Temi Rd., indicated he agreed with the process used for the Town Accountant's Annual Review, and he did not agree with how the Town Manager's Annual Review was handled. As was confirmed by Town Counsel, the Town Manager has sole discretion of the Town budget, and the exchange that occurred at the Board's meeting on June 29, 2015 was unprofessional and not necessary.

Lynne Marcella, Parade Committee thanked everyone who participated and helped with the July 4th Parade this year. Raffle and float winners were announced. Residents were encouraged to become involved with the committee, as current members are looking to train new organizers.

Bob Joyce, 103 Turnpike Rd. wished to speak as a resident. He found Mr. Chase's comments earlier interesting, as he understands that the Town Manager works for the Board of Selectmen, and answers to this Board. He also requested the Board to have the School Department come to a future Board Meeting to illustrate what the total costs to the Town were from the mismanagement of accounts and buyouts and other expenses from multiple employees leaving the school system's employment. Chairman Hanson advised this would be requested.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
One Day Beer & Wine Licenses: Susan Gates, CCA 1A North Rd.
Nick Goumas Quintet-July 31, 2015
Jacy Dawn Concert-August 8, 2015
The Doublenecks Concert-August 22, 2015
Wendee Glick Concert-September 5, 2015

The applicant was advised they did not need to appear this evening. There have been no issues with any previous license.

> **Motion:** by Selectman Joyce to approve One Day Beer and Wine Licenses to Susan Gates at the Chelmsford Center of the Arts on July 31, 2015, for the hours of 7:00PM-10:00PM, on August 8, 2015 for the hours of 7:00PM-10:00PM, on August 22, 2015 for the hours of 7:00PM-10:00PM, and on September 5, 2015 for the hours of 7:30PM-10:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Merrill. **Motion carries, unanimous**

Reports and Presentations
Energy Manager Mashail Arif: Green Communities Competitive Grant Award
The total amount of the award is $178,400.00, and will be used to fund energy management systems at the Center Elementary School and Senior Center, and energy management system modifications at the McCarthy Middle School and Adams Library.

A Technical Assistance Grant of $12,500.00 has been applied for to research heating system alternatives for the Chelmsford Center for the Arts building.

Energy Manager Mashail Arif: Update on Solar Energy Installations & Energy Management Performance Contract
The installation portion of this contract is almost complete, and solar production is happening. Closeout documents are pending, and energy savings data will be forthcoming.

Energy Manager Mashail Arif: Update on Department of Public Utilities Hearing on Municipal Electric Supply Aggregation Plan
The DPU hearing for this contract will be held at the end of August, and state approval should occur 4-8 months after that.

Selectman Merrill asked if there is a list of items that are not covered by the ESCO contract available. Ms. Arif explained that new technology is necessitating new projects that were not intended to be covered under the existing ESCO contract. Selectman Askenburg confirmed that the purpose of the existing ESCO contract was to address the more urgent needs, which it is doing.

Finance Director John Sousa: Authorization for Special Legal Counsel to Collect Reimbursement from other Governmental Units for Portion of Retiree Health Insurance Premiums.
Mr. Sousa explained how retiree health insurance reimbursements are handled when an employee has worked for several different municipalities. This statute became effective in 2012; Chelmsford's payments to other communities are current, however, reimbursements due to Chelmsford from three other

communities are not current, and the balance is growing each year. The Town's current counsel provider also represents these other communities, and so Mr. Sousa asked the Board to authorize the services of a different law firm with no conflicts of interest to help the Town with this collection issue.

> **Motion:** by Selectman Joyce to allow the Town Treasurer use of Special Town Counsel from Blatman, Borowski, Mead and Talerman, LLC of Newburyport, Ma for the collection of amounts due relative to Retiree Health Insurance Reimbursements, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Mr. Sousa agreed to provide an update on this process at the end of September, 2015.

Community Development Director Evan Belansky: Affordable Housing Certification RE: 101 Mill Rd.

Mr. Belansky summarized the Affordable Housing Certification process after receiving clarification that the Board's request was general in nature, and did not pertain to 101 Mill Rd., nor an unrelated previously approved project on Mill Rd. The Housing Advisory Board is requesting to appear at a future Board meeting for advice on 40B project policy, as the Committee's latest updated housing plan met with considerable resistance from resident attendees. In 2014, the Town was 30 units short of receiving another year of "safe harbor" certification as no additional projects came forward for approval.

Town Manager Reports

Regional Emergency Communications Center Study

A draft report was provided to the Board, and the Town will need to decide if it will participate in this initiative with Lowell, Dracut and Tewksbury, or not participate and re-invest in its own operations. Meetings to iron out details are still ongoing, and a presentation is expected in two months.

Inter-municipal Agreement for Sewer Services at 136 Stedman St., Chelmsford

This agreement was created because of the location of Route 3 to this address it is more cost efficient to run sewer service through Lowell rather than Chelmsford. Town Counsel is reviewing the language of the agreement in which the Town would be billed by Lowell, at Lowell's rates, and the Town bills the property owner. Water service for this property already comes from Lowell.

> **Motion:** by Selectman Joyce to approve the Inter-municipal Agreement between the City of Lowell, Town of Chelmsford, and Patricia Bernard, f/k/a Patricia Pappas contingent upon Town Counsel review & recommendations, and to authorize the Town Manager to sign the agreement, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Town Accountant FY16 Goals

Selectman Joyce read the goals into the record.

> **Motion:** by Selectman Joyce to approve and adopt the FY2016 Goals for the Town Accountant, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Town Manager Goals FY16

Selectman Askenburg agreed to withdraw her proposed goal regarding the Town's budget preparation as presented at the Board's previous meeting.

> **Motion:** by Selectman Askenburg to approve and adopt the FY2016 Goals for the Town Manager, as amended. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Appointments
Cultural Council

Motion: by Selectman Joyce to approve the appointment of Carol Roche to the Cultural Council for a term to expire June 30, 2018. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Minutes
Regular Meeting Minutes: June 1, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of June 1, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Regular Meeting Minutes June 15, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of June 15, 2015, as presented. Seconded by Selectman Merrill. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes June 29, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of June 29, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals
Selectman Askenburg:
-The Board of Health has rescheduled their Public Hearing regarding raising the purchase of tobacco age to 21 to August 3, 2015 at 6:15PM.
-Everyone is welcome to attend the 101 Mill Rd. Committee's next meeting on Wednesday, July 22, 2015, at 7:00PM.
-The School Committee met on last Tuesday. Ms. Skaar and Mr. Lupoli have formed a sub-committee to coordinate High School Fund Raising efforts more efficiently. Carol Fredette is returning as Director of Student Services, and all 27 slots were filled under the CHOICE program.

Selectman Merrill:
-Work to remove the marked trees along the Freemen Rail Trail will be done on Tuesdays during August.

Selectman Joyce:
-Mr. Cohen reported that the request to address a pole on Algonquin St. has been forwarded to the DPW.

Selectmen Dixon:
-This year's Cal Ripkin Baseball Tournament was hosted in Chelmsford and was very successful. The Police Department was thanked for their help with this tournament.
-The Chelmsford Police Athletic League is discussing if they can contribute to the repair of the score board which was vandalized at Varney Park.

Chairman Hanson:
-Finance committee Chairman Tom Gilroy was asked to provide a date of availability for the next Tri-Board Meeting.
-Hart Pond is open to the public again. It was closed for water treatment of invasive plants.
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Approved 8/31/2015

Press Questions
No one came forward at this time.

Next Regular Meeting: August 10, 2015.

> **Motion:** by Selectman Joyce to adjourn this meeting at 8:47PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Sam Chase remarks document
-Public Notice for Fall 2015 Annual Town Meeting
-List of Committee Vacancies
-Supporting documents for One Day Licenses
-Presentation & Reports for energy Management Grants and Updates
-Presentation on Retiree Health Benefits Reimbursements
-Memos related to Chelmsford housing HPP Certification
-Draft of the Northern Middlesex Regional Emergency Communications Center
-Non-Union employee performance reviews for Town Accountant and Town Manager
-Committee Application
-Draft Minutes

REVISED
8/7/15

BOARD OF SELECTMEN MEETING AGENDA
August 10, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Susan Gates: Taste of Art Event CCA, 8/29, 10 AM - 7 PM
   - Jim Curley: Military Community Covenant Task Force, Veteran Appreciation Cookout, Elks Lodge, 8/18, 5 - 8 PM

   Documents: **VETERAN_APPRECIATION_FLYER.PDF**

RECEIVED
2015 AUG -7 PM 3:19
TOWN CLERK
CHELMSFORD

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day All Alcohol License: American Legion Post 313, 90 Groton Rd. 8/29/15
   - Transfer Common Victualer License: Chelmsford Chicken, LLC d/b/a Popeye's from Synergy-Drum Hill, LLC d/b/a Popeye's Louisiana Kitchen, 85 Parkhurst Rd.

   Documents: **1 DAY-AMERICAN LEGION.PDF, CHELMSFORD CHICKEN TRANSFER.PDF**

6. **PUBLIC HEARINGS**

   - All Alcohol Package Store Application: Ashish Patel, AH&MJ Triangel Corp. d/b/a Triangle Package Store, 148 Groton Rd. North Chelmsford

   Documents: **TRIANGLE PACKAGE STORE APPLICATION.PDF**

7. **REPORTS & PRESENTATIONS**

   - John Sousa, Town Treasurer:

   - Bond Sale Approval for Capital Plan and Refunding
   - Motion to Vacate Foreclosure, 35 Carlisle St.

   Documents: **BOND SALE.PDF, BOND AUCTION RESULTS 8 4 15XLS.PDF, VACATE FORECLOSURE.PDF**

8. **TOWN MANAGER REPORTS**

   - Draft Fall Annual Town Meeting Warrant

Documents: **2015 FALL ATM LIST OF WARRANT ARTICLES.PDF, 2015 FALL ANNUAL TOWN MEETING WARRANT.PDF**

9. **TOWN MANAGER BID AWARDS**

- Alterations of Bath House at Varney Playground
- Site Development Varney Playground

Documents: **VARNEY.PDF**

10. **APPOINTMENTS**

- Cultural Council: Kathryn Garcia, 3 year term ending 6/30/2018
- Historical Commission: Brian Stripp, unexpired 3 year term ending 6/30/2017
- Parade Committee: as listed, 1 year terms ending 7/30/2016

Documents: **GARCIA-CULTURAL COUNCIL.PDF, STRIPP-HISTORICAL COMMISSION.PDF, PARADE COMMITTEE APPOINTMENTS.PDF**

11. **SELECTMEN LIAISON REPORTS & REFERRALS**

12. **PRESS QUESTIONS**

Next Regular Meeting Date: August 31, 2015

RECEIVED
2015 AUG -7 PM 3:19
TOWN CLERK
ONORIO
TOWN

REVISED
8/7/15

BOARD OF SELECTMEN MEETING AGENDA
August 10, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2015 AUG -6 PM 3:01
TOWN CLERK
CHELMSFORD, MASS

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Susan Gates: Taste of Art Event CCA, 8/29, 10 AM - 7 PM
   - Jim Curley: Military Community Covenant Task Force, Veteran Appreciation Cookout, Elks Lodge, 8/18, 5 - 8 PM

   Documents: **VETERAN_APPRECIATION_FLYER.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - Transfer Common Victualer License: Chelmsford Chicken, LLC d/b/a Popeye's from Synergy-Drum Hill, LLC d/b/a Popeye's Louisiana Kitchen, 85 Parkhurst Rd.

   Documents: **CHELMSFORD CHICKEN TRANSFER.PDF**

6. **PUBLIC HEARINGS**

   - All Alcohol Package Store Application: Ashish Patel, AH&MJ Triangel Corp. d/b/a Triangle Package Store, 148 Groton Rd. North Chelmsford

   Documents: **TRIANGLE PACKAGE STORE APPLICATION.PDF**

7. **REPORTS & PRESENTATIONS**

   - John Sousa, Town Treasurer:

   - Bond Sale Approval for Capital Plan and Refunding
   - Motion to Vacate Foreclosure, 35 Carlisle St.

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   - Draft Fall Annual Town Meeting Warrant

   Documents: **2015 FALL ATM LIST OF WARRANT ARTICLES.PDF, 2015 FALL ANNUAL TOWN MEETING WARRANT.PDF**

9. **TOWN MANAGER BID AWARDS**

- Alterations of Bath House at Varney Playground
- Site Development Varney Playground

Documents: **VARNEY.PDF**

10. APPOINTMENTS

- Cultural Council: Kathryn Garcia, 3 year term ending 6/30/2018
- Historical Commission: Brian Stripp, unexpired 3 year term ending 6/30/2017
- Parade Committee: as listed, 1 year terms ending 7/30/2016

Documents: **GARCIA-CULTURAL COUNCIL.PDF, STRIPP-HISTORICAL COMMISSION.PDF, PARADE COMMITTEE APPOINTMENTS.PDF**

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

Next Regular Meeting Date: August 31, 2015

RECEIVED
2015 AUG -6 PM 3:01
TOWN OF ONOBAN TO

Approved 9/28/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

2015 SEP 29 PM 3:48

Regular Meeting MINUTES
August 10, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Susan Gates: Taste of Art Event, CCA, August 29, 2015, 10:00AM-7:00PM
This event is free to attend, and open to everyone. There will be vendors and music. A calendar of events at the CCA was provided to the Board, and is available on their website.

Jim Curley: Military Community Covenant Task Force, Veteran Appreciation Cookout, Elks Lodge, August 18, 2015 5:00-8:00PM.
This annual event is free for veterans and their families. Non-veterans are welcome, and are asked to provide a small donation.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses

Transfer Common Victualer License: Chelmsford Chicken, LLC d/b/a Popeye's from Synergy-Drum Hill, LLC d/b/a Popeye's Louisiana Kitchen, 85 Parkhurst Rd.
Iqbal Siddiqui is the new franchisee for this location. A request for a drive-through is being heard in Lowell, as the property is situated in both communities. All paperwork for the transfer of license is in order.

> **Motion:** by Selectman Joyce to approve the Transfer of Common Victualer License to Chelmsford Chicken d/b/a Popeye's Chicken to be exercised on the premises at 85 Parkhurst Rd. Seconded by Selectman Merrill. **Motion carries, unanimous**

One Day All Alcohol License: American Legion Post 313, 90 Groton Rd., August 29, 2015

The applicant was advised they did not need to appear this evening as there have been no issues with any previous license on this annual event.

> **Motion:** by Selectman Joyce to approve One Day All Alcohol License for the American Legion on August 29, 2015 for the hours of 12:00PM-8:00PM to be exercised on the premises at 90 Groton Rd. Seconded by Selectman Merrill. **Motion carries, unanimous**

Public Hearings

All Alcohol Package Store Application: Ashish Patel, AH &MJ Triangel Corp. d/b/a Triangle Package Store, 148 Groton Rd., North Chelmsford.

Attorney Angelique Eliopoulos spoke for Ashish Patel, who was also present. Mr. Patel intends to close his variety store at this location and open a package store, as there is currently an available license due to the closing of Sam's Liquors. He will be present at the store 70 hours/week. The store will be open from 8:00AM-10:00PM Monday through Saturday, and from 10:00AM-10:00PM on Sundays. Mr. Cohen advised that if there were any outstanding liens on this license, Mr. Patel could become responsible for satisfying them, or the state could take further action. Mr. Patel indicated he was prepared to address this issue, if it is found. Mr. Patel has completed classes for this type of business, and any future employees would also receive formal training. The proposed location is farther away from Drum Hill Liquors than Sam's was, so the area will not be over-served. Locations outside of town cannot be considered.

Audience Comments:

Dr. John Krane, 22 Middlesex St. and Vinal Square Master Plan Committee member, advised there was a desire to have this type of store in Vinal Square at a future time, under the Plan. Granting this license could create a conflict for this goal.

Selectman Askenburg requested that any letters and e-mails received regarding this application become part of the public record.

Ann Marie Del Rossi, 137 Groton Rd. was opposed to a liquor store in this location because of the many children that live in the area. She would prefer a Vinal Square location as being more appropriate.

Atty. Eliopoulos asked the Board to consider this application, rather than a proposal that has not been created yet. Mr. Patel agreed to reach out to abutters during the 2-week waiting period to address any additional concerns.

> **Motion:** by Selectman Joyce to continue the Public Hearing for Triangle Package Store to August 31, 2015. Seconded by Selectman Merrill. **Motion carries, unanimous**

Reports and Presentations

Town Treasurer John Sousa:

Bond Sale approval for Capital Plan and Refunding

Eight firms responded to the bid request. Mr. Sousa explained that the payback periods on the refinanced bonds do not extend the pay-back periods.

Motion: by Selectman Merrill, the Clerk of the Board of Selectmen of the Town of Chelmsford, Massachusetts (the "Town"), certify that at a meeting of the board held August 10, 2015, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: That in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund all or a portion of the Town's (i)$5,635,900.00 General Obligation Municipal Purpose Loan of 2008 Bonds, Series A, dated June 15, 2008 maturing on and after June 15, 2017 and (ii)$2,507,185.00 General Obligation Municipal Purpose Loan of 2008 Bonds, Series B, dated July 1, 2008 and maturing on or after June 15, 2017 (collectively, the "Refunded Bonds"), and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

Further Voted: that the sale of the $5,547,153 General Obligation Municipal Purpose Loan of 2015 Bonds of the Town dated August 18, 2015 (the "Bonds"), to Janney Montgomery Scott LLC at the price of $5,929,565.41 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on June 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2016	15,000.00	2.00%	2021	455,000	3.00%
2017	1,012,153	3.00	2022	425,000	4.00
2018	995,000	2.00	2023	400,000	2.50
2019	870,000	4.00	2024	235,000	2.50
2020	860,000	4.00	2026	280,000	2.50

Further Voted: that the Bonds maturing on June 15, 2026 (a"Term Bond") shall be subject to mandatory redemption or mature as follows:

Year	Amount
2025	$140,000
2026*	$140,000

*final maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 28, 2015, and a final Official Statement dated August 4, 2015 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: to authorize the execution and delivery of a Refunding Escrow Agreement to be dated August 18, 2015, between the Town and U.S. Bank National Association, as Refunding Escrow Agent and Paying Agent.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and other tax-exempt bonds and notes issued by the Town from time to time.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.
Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion to Vacate Foreclosure, 35 Carlisle St.
Mr. Sousa advised that the past due tax amounts have been paid by the property owner.

Motion: by Selectman Joyce to approve vacating the final judgement covering the tax taking made against Dennis J. McKennedy for unpaid taxes covering the property at 35 Carlisle St., Chelmsford, upon payment of all taxes, interest, and charges due as provided under MGL 60:69. Seconded by Selectman Merrill. **Motion carries, unanimous**

Town Manager Reports
Draft Fall Annual Town Meeting Warrant
Town Meeting will begin on October 19, 2015. A second draft of the warrant will be presented to the Board in three weeks. Informational presentations will be made supporting many of the articles at future

Board meetings. Mr. Cohen read the current draft list of articles into the record, and provided brief explanations of what the article would accomplish.

Town Manager Bid Awards
Alterations of Bath House at Varney Playground
One bid was received for this project.

> **Motion:** by Selectman Joyce to approve the Town Manager's bid award for Bath House alterations at Varney Park to Danco Management, Inc. of Peabody, MA in an amount not to exceed $222,680.00. Seconded by Selectman Merrill. **Motion carries, unanimous**

Site Development at Varney Playground
Three bids were received for this work. No action will be taken on any of the Alternate requests.

> **Motion:** by Selectman Joyce to approve the Town Manager's bid award for site work at Varney Park to Ronald A. Marini Corp. of Newton, MA in and amount not to exceed $324,000.00. Seconded by Selectman Merrill. **Motion carries, unanimous**

Appointments
Cultural Council

> **Motion:** by Selectman Joyce to approve the appointment of Kathryn Garcia to the Cultural Council for a term to expire June 30, 2018. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Historic Commission:

> **Motion:** by Selectman Joyce to approve the appointment of Brian Stripp to the Historic Commission for a term to expire June 30, 2017. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Parade Committee

> **Motion:** by Selectman Joyce to approve the appointment of Paul Cohen, James Cullen, Henry Hamelin, Jeffrey Hardy, Charles Marcella, Lynn Marcella, Richard McLaughlin, Brian Reidy, Karen Reidy, Rick Romano, Dan Silva, Arline Wood, Sharon Smith, Paul Hardy, Donna Sargent and Armand Camerano to the Parade Committee for a term to expire July 31, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals
Selectman Dixon:
-The Grinder Pump Committee will hold its final meeting on August 19, 2015.
-Mr. Dixon received inquiries whether water bubblers could be installed along the Rail Trail. This can be researched; concerns include potential for vandalism and conflicts with water conservation initiatives.

Selectman Joyce:
-A status of the Town Halls' liquor licenses was requested from the Town Manager, based on concern that similar licenses are being granted faster in other communities like Tyngsboro. Mr. Cohen advised that a new Chairman of the board that oversees these approvals was recently appointed, and he hopes to hear something soon.

-Mr. Cohen advised that new directory signs for the Town Offices are due to be received and installed in two weeks.
-A status was requested on a previous request to have a presentation by the School Department on financial issues they have been resolving. Mr. Cohen advised that the Town Accountant was still finalizing reports, and she would be giving a presentation at a future meeting.
-The Town Accountant will provide a presentation of final costs of work done to the town Offices and the new fire Station once all of the work is completed and costs have been reconciled.
-The Town Manager was requested to have the DPW change the angle of a light at the McCarthy Middle School, due to issues with glare.
-Mr. Joyce suggested consideration be given to declining student enrollments before authorizing expansion of school buildings.

Selectman Askenburg:
-The School Committee will be meeting on August 18, 2015.
-The Finance Committee met on August 6, 2015. New members were introduced, and annual goals were discussed.
-Selectman Hanson announced that a Tri-Board meeting is scheduled for September 21, 2015.
-the Board of Health is expected to vote on the regulation for the minimum age for tobacco sales at their meeting on October 5, 2015.
-The next meeting of the 101 Mill Rd. Committee will be August 19, 2015.

Selectmen Merrill:
-No Referrals.

Chairman Hanson:
-The 7 North Rd. committee is still accepting ideas for uses for the property.
-The Energy Conservation Committee is finishing up work on the ESCO contract.
-DPU is finishing their work on the Energy Aggregation proposal, and then the proposal will be reviewed at the State level.
-NMCOG will give a presentation on August 31, 2015 regarding the Regional Dispatch proposal.
-The Grinder Pump Committee will do a presentation of their work at the meeting on August 31, 2015.
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Press Questions
No one came forward at this time.

Next Regular Meeting: August 31, 2015.

> **Motion:** by Selectman Joyce to adjourn this meeting at 8:40PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Taste of Art post card and CCA Events Calendar
-Flyer for the Veteran Appreciation Cookout
-List of Committee Vacancies

-Supporting documents for One Day License
-Supporting documents for Popeye's Chicken
-Supporting documents for Triangle Package Store
-Summary of bond bids
-Memo of August 3, 2015 related to 35 Carlisle St.
-Draft of the Fall Town Meeting Warrant
-Summary of bids for Varney Park
-Committee Applications

BOARD OF SELECTMEN MEETING AGENDA
August 31, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2015 AUG 27 PM 3:32
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - 9/11 Remembrance Ceremony: 9/11 Memorial, 50 Billerica Rd.
   - Henry Parlee: Farm Fair, Barrett-Byam Homestead, 9/12
   - Betty-Mae Flaherty: Library Book Sale, 9/18- 9/20

   Documents: **2015 FARM FAIR FLYER.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**
   St. Vartanantz Armenian Church, 180 Old Westford Rd.

   - One Day All Alcohol License: 9/26/2015 Veteran Dinner Dance
   - One Day All Alcohol License: 10/7/2015 Golf Tournament
   - One Day Beer & Wine License: 11/7/2015 Wine Tasting
   - One Day Beer & Wine License: 11/20 & 11/21/2015 2 Day Bazaar

   Documents: **1 DAY ST VARTANANTZ.PDF**

6. **PUBLIC HEARINGS**

   - Mark Vegnani, Lightower Fiber Networks Underground Conduit Petition: Elizabeth Drive
   - Continuation of Public Hearing - All Alcohol Package Store Application: Ashish Patel, AH&MJ Triangel Corp. d/b/a/ Triangle Package Store, 148 Groton Rd. N. Chelmsford

   Documents: **PETITION-ELIZABETH DR.PDF, TRIANGLE PACKAGE STORE APPLICATION.PDF, TRIANGLE ADDITIONAL DOCUMENTS.PDF**

7. **REPORTS & PRESENTATIONS**

   - NMCOG:

     Regional Hazard Mitigation Plan
     Regional Emergency Communications Center

   - Tom Gilroy: Grinder Pump Study Committee Report

Documents: **CHELMSFORD_SUMMARY FOR THE HAZARD MITIGATION PLAN.PDF, HAZARD MITIGATION PLAN_FEMA APPROVED_8_15.PDF, CERTIFICATE OF ADOPTION-HAZARD MITIGATION PLAN-08-31-2015.PDF, RECC PRESENTATION_TEWKSBURY_8_26.PDF, REVISED FINAL DRAFT DISTRICT AGREEMENT.PDF, CHAPTER 500 OF THE ACTS OF 2014.PDF, CPD REPS - COPY.PDF**

8. **TOWN MANAGER REPORTS**

   - Updated Sexual Harassment Policy
   - Affordable Care Act Policy
   - Revised Draft FATM List and Warrant

   Documents: **SEXUAL_HARASSMENT_POLICY_2015.PDF, ACA POLICY PROCEDURES 2015.PDF, 2015 FALL ATM LIST OF WARRANT ARTICLES.PDF, 2015 FALL ANNUAL TOWN MEETING WARRANT.PDF**

9. **DISCUSSION ITEM: ELECTRONIC SIGNATURES FOR VIEWPERMIT**

   Documents: **ELECTRONIC SIGNATURES FOR LICENSING PROGRAM.PDF**

10. **APPOINTMENTS**

    - Bicycle & Pedestrian Advisory Committee: David Antonelli, 3 year term ending 6/30/2018
    - Board of Appeals Associate Member: Steven Mendez, 3 year term ending 6/30/2018
    - Community Action Program Committee: Ryan Reveley, 1 year term ending 6/30/2016

    Documents: **BPAC APP-ANTONELLI.PDF, ZBA APPLICATION-MENDEZ.PDF, CAPC-APPLICATION-REVELEY.PDF**

11. **MEETING MINUTES**

    - Regular Meeting Minutes: July 20, 2015

    Documents: **7-20-15 BOS MINUTES.PDF**

12. **SELECTMEN LIAISON REPORTS & REFERRALS**

13. **PRESS QUESTIONS**

NEXT MEETING DATE: September 14, 2015

RECEIVED
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Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
August 31, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements
9/11 Remembrance Ceremony: 9/11 Memorial, 50 Billerica Rd.
Donny Peterson, Fire Department announced this event is free to attend, and open to everyone. The ceremony will begin at 10:00AM.

Henry Parlee: Farm Fair, Barrett-Byam Homestead, September 19, 2015.
This annual Fair is free for everyone to attend. The Fair will run from Noon to 4:00PM, and events were listed. The date on the flyer will need to be corrected.

Bettie-Mae Flaherty: Library Book Sale, September 18-20, 2015
This sale pays for much of the library's programs. Volunteers are wanted to help with set-up, and the Chelmsford High School football team will help with cleaning up after the sale is over.

Open Session
Chairman Hanson announced that a short period would be allowed for comments regarding the Regional 911 Communications Center Presentation.

Debbie Dery, 19 Stedman St. described the situations she has had to call 9-1-1, and she urged residents to put the Chelmsford Police telephone number into their cell phone number database in case of emergency. She did not support regionalizing this service as the Town is very busy for these calls. Selectman Joyce announced that the telephone number for the police department is 978-256-2521 or 978-256-2541.

Len Olenchak, Precinct 8 Town Meeting Representative requested confirmation that all people would allowed to speak after the 911 center presentation. Chairman Hanson advised that dispatchers and department chiefs would be allowed to share comments.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses

One Day Licenses: St. Vartanantz Armenian Church, 180 Old Westford Rd.
All Alcohol License: September 26, 2015 Veterans Dinner Dance
All Alcohol license: October 7, 2015 Golf Tournament
One Day Beer & Wine License: November 7, 2015 Wine Tasting
One Day Beer and Wine License: November 20 & 21, 2015 2 Day Bazaar
The applicant was advised they did not need to appear this evening as there have been no issues with any previous license on this annual event.

Motion: by Selectman Joyce to approve licenses for the following: One Day All Alcohol License: September 26, 2015 for the hours of 6:00PM to 11:00PM, a One Day All Alcohol License: October 7, 2015 for the hours of 3:00PM-8:00PM, a One Day Beer & Wine License: November 7, 2015 for the hours of 6:00PM-9:00PM, and a One Day Beer and Wine License: November 20 & 21, 2015 for the hours of 12:00PM-8:00PM to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Public Hearings

Mark Vegnani, Lightower Fiber Networks Underground Conduit Petition: Elizabeth Drive
Mr. Vegnani was present for questions. There were no comments from the audience or further questions from the Board.

> **Motion:** by Selectman Joyce to close the Public Hearing for the Underground Conduit Petition for 2 Elizabeth Dr. Seconded by Selectman Merrill. **Motion carries, unanimous**
>
> **Motion:** by Selectman Joyce to approve the Underground Conduit Petition for 2 Elizabeth Drive to install one 4-inch PVC Communication conduit and maintain +/- 84 feet of conduit from utility pole 97 on Mill Rd. to 2 Elizabeth Drive, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous**

All Alcohol Package Store Application: Ashish Patel, AH &MJ Triangel Corp. d/b/a Triangle Package Store, 148 Groton Rd., North Chelmsford.
The Board received a request from the applicant's attorney to continue the Hearing to September 14, 2015, as the applicant needs more time to answer the Board's questions. Audience members wished to speak.

Susan Olsen, 140 Groton Rd. asked if the Board received her letter to them, which they did.

Ann Marie DelRossi, 137 Groton Rd. advised that she was expecting to hear a resolution to this license tonight. Chairman Hanson explained the applicant has requested continuance in order to answer questions from the Board, and the matter would be continued to September 14, 2015.

> **Motion:** by Selectman Joyce to continue the Public Hearing for Triangle Package Store to September 14, 2015. Seconded by Selectman Merrill. **Motion carries, unanimous**

Reports and Presentations

NMCOG
Regional Hazard Mitigation Plan
Beverly Woods, NMCOG Executive Director explained that all communities are required to update their Plan every five years. The plan discusses natural hazards of many types, prevention measures taken,

progress since the last plan and an action plan to address potential future events. The Board is required to vote to accept the Plan.

A FEMA grant for $2,000,000.00 is pending to address erosion control at Williamsburg Condominiums. The Condo Association is funding a 25% match in order to comply with grant requirements.

> **Motion:** by Selectman Joyce to adopt the Hazard Mitigation Plan for Chelmsford with the conditions outlined in a Certificate titled "A Resolution Adopting the Hazard Mitigation Plan for the Northern Middlesex Region-2015 Update, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

NMCOG
Regional Emergency Communications Center
Beverly Woods explained this project has been studied for 6 years, and began with input from 9 communities. Three communities are still considering following through on this proposal, which would combine the 911 dispatch facilities of Dracut, Tewksbury and Chelmsford into one location to be located in Tewksbury. Regionalization is a priority item for the State's current administration. Communities that regionalize are eligible to receive new equipment funded by the State. Chelmsford is scheduled to replace their dispatching equipment in FY2018, as it is already outdated. Governance of a regional operation were described, and cost estimates & other benefits were provided.

Police Chief James Spinney explained he toured the Essex and Nashoba Valley regional dispatch centers, and was told dispatchers received more training and guidance, better equipment and improved cross-community communication. Fire Chief Gary Ryan and noted equipment improvements would allow better handling of wireless calls, texts, videos and photos, would reduce the risk of liabilities and create improved mutual aid.

Audience members were allowed to provide input at this time. David Defreitas felt regional dispatch centers work for smaller towns, but do not work as well in larger communities that receive many more calls. Lisa Demers believed much time is saved when a dispatcher knows their area, and knows what unit to send without having to look it up due to unfamiliarity with a territory. She noted 2/3's of the communities in Mass. have not joined a regional center because their call volume is too high, and several communities noticed increased costs that they had to absorb. Richard Demers noted the study provided by NMCOG focuses on 911 calls, but not the many other types of calls & permits fielded by dispatchers. Mr. Cohen clarified that jobs and seniority would not be lost if the regional center was established. Selectman Hanson advised that the new equipment would allow calls received from wireless sources to be dispatched directly, rather than through a third party as is done presently. There will still be a desk person available to assist walk-in visitors. Ms. Woods confirmed that no jobs would be lost because of regionalization, and state funded grants for equipment are being provided to communities that regionalize. The grants are funded through state legislature approved surcharges on cell phone bills. Ms. Woods explained that other communities that have chosen not to participate in regionalization cited concerns with loss of local control, or they are not ready for this degree of change. Several communities in the original study group opted to go with a different region. Tewksbury will receive incentive funds as a host community. Mr. Cohen noted a trend that once a center is established, some communities will join later. Mike Brothers noted contractual issues will need to be addressed. Jason McNamara noted an extra burden to dispatchers to become familiar with a much larger number of streets.

The Board agreed that no vote was to be taken this evening, as several Selectmen wished to obtain more information about the proposal.

Motion: by Selectman Joyce to continue the presentation for the Regional Emergency Communications Center to September 14, 2015. Seconded by Selectman Merrill. **Motion carries, unanimous**

Tom Gilroy: Grinder Pump Study Committee Report
Selectman Dixon recommended that all Town Meeting Representatives read the material provided by this Committee.

The Committee was tasked with addressing issues with what types of inspections and maintenance repairs would be paid for by the Town. A document regarding Actions taken and recommendations was provided to the Board for review, and the Article Language is being reviewed by Town Counsel. Selectman Merrill noted that the proposed changes to the bylaw do not seem to clarify any of the issues brought up at Town Meeting. Mr. Gilroy assured her the changes were there, a list of conditions was included at the end of the bylaw language. He noted the Town has obligations as required under State Law. He did not feel the changes would create additional impacts to taxpayers as the costs are being absorbed by the Sewer Enterprise fund, and over time, these costs will decrease.

Town Manager Reports
Updated Sexual Harassment Policy
The contact people on the School side were updated, and the new document must be approved by the Board annually.

Motion: by Selectman Joyce to approve the Town Of Chelmsford Sexual Harassment Policy as updated on August 14, 2015. Seconded by Selectman Merrill. **Motion carries, unanimous**

Affordable Care Act Policy
The town is now required to track and report the number of hours worked by each employee. A document will be prepared and provided to each employee at the end of the year, which the employee must have for their tax reporting purposes. The town will now be required to generate monthly reports to monitor this exposure.

Motion: by Selectman Joyce to approve the document "Town of Chelmsford and Chelmsford Board of Selectmen Policy and Procedures for Health Insurance Under the Federal Affordable Care Act" as presented. Seconded by Selectman Merrill. **Motion carries, unanimous**

Draft Fall Annual Town Meeting Warrant
The second draft of the warrant was presented to the Board. Article 14 is new, and the language for Article 10 was changed. The final Warrant will be signed on September 14, 2015. Informational presentations will begin at the same meeting. The snow/ice budget figure cited in Article 3 is a net amount after anticipated State reimbursements.

Discussion: Electronic Signatures for the Licensing Program "ViewPermit"
The Board was asked if they wish to use this method to expedite electronic permit processing.

Motion: by Selectman Joyce to approve the use of electronic signatures for Board of Selectmen Licenses. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Appointments
Bicycle & Pedestrian Advisory Committee
Board of Appeals Associate Member

Community Action Program Committee:

Motion: by Selectman Joyce to approve the Town Manager's appointment of David Antonelli to the Bicycle & Pedestrian Advisory Committee for a term to expire June 30, 2018, of Steven Mendez as Associate Member to the Board of Appeals for a term to expire June 30, 2018, and of Ryan Reveley to the Community Action Program Committee for a term to expire June 30, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Meeting Minutes
Regular Meeting Minutes-July 20, 2015

Motion: by Selectman Joyce to approved the Regular Meeting Minutes of July 20, 2015 as amended on Page 4. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals
Selectman Dixon:
-Mr. Cohen, Ms. Woods and others were thanked for their efforts regarding the FEMA Mitigation Grant for erosion control measures at Williamsburg Condominiums.

Selectman Joyce:
-Mr. Cohen was asked to contact National Grid regarding a strong odor of natural gas in the area of 4-8 Muriel Drive.
-Mr. Cohen was asked to follow up on one the lights at Santander Bank which has gone out again.

Selectman Askenburg:
-The Board of Health is meeting at 6:30PM on September 14, 2015
-The 101Mill Rd. Committee is meeting on September 2, 2015 at 7:00PM.
-Chelmsford Telemedia is continuing its work to digitalize past meeting information. Programs are being uploaded.
-The School Committee is meeting on September 1, 2015 at 7:00PM. McCarthy Middle School is having students follow a 6-day rotating schedule. Barbara Skaar and Mike Rigney will be hosting an Open Session at Brick House Pizza on September 2, 2015 beginning at 8:00AM. A status of the MASC Study will be requested, per Selectman Joyce's inquiry.

Selectmen Merrill:
-Mr. Cohen will forward a link to a history of past Board members compiled by Jim Lane for the Board's information.
-Nashoba Tech students will now have access to tablets as a result of a recently approved book device policy. A security service will also be hired to manage the devices.
-Mr. Cohen was asked for an update of the carriage house project by the Library. Mr. Cohen reported that a permit is being requested from the Conservation Commission, and other pre-development work is ongoing.
-The Community Preservation Fund Committee approved support for the Warrant Article for Oak Hill improvements. They are also discussing budgeting strategies.
-The next Tri-board meeting will be held on September 21, 2015 at 7:00PM.

Chairman Hanson:
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Press Questions

No one came forward at this time.

Next Regular Meeting: September 14, 2015.

Motion: by Selectman Joyce to adjourn this meeting at 9:50PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Farm Fair flyer
-List of Committee Vacancies
-Supporting documents for One Day Licenses
-Supporting documents for the Underground Conduit Petition
-Supporting documents for Triangle Package Store
-Certificate of Adoption & Executive Summary for the FEMA Hazard Mitigation Grant
-Presentation and draft Report regarding the Regional Emergency Communications Center
-Town of Chelmsford Sexual Harassment Policy
-Town of Chelmsford Policy & Procedures for Health Insurance Under the Federal Affordable Care Act
-Supporting document for electronic signatures on e-permits
-Draft of the Fall Town Meeting Warrant
-Committee Applications
-Draft Minutes

BOARD OF SELECTMEN MEETING AGENDA
September 14, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

2015 SEP 10 PM 3:10

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Sue Rosa: Recovery Day, 9/20/15
   - Kathy Simmons: Chelmsford Women of Today Proclamation
   - Kathy Cryan Hicks: FallFest

   Documents: **RECOVERY DAY FLYER 2015.PDF, PROCLAMATIONCWOTWEEK.PDF, FALLFEST.PDF, FALLFEST-DRAFT PASSPORT.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **VOTE ON REGIONAL EMERGENCY COMMUNICATIONS CENTER**

   Documents: **RECC PRESENTATION.PDF, NMRECC REPORT_8_27_15.PDF**

6. **LICENSES**

   - One Day Beer and Wine License: 9/18/15, Art Exhibit Opening, CCA 1A North Rd.
   - One Day Beer and Wine License: 9/19/15, Jazz Concert, CCA 1A North Rd.
   - One Day Beer and Wine License: 10/2/15, Habitat for Humanity, CCA 1 North Rd.
   - One Night Beer and Wine License: 10/2/15, "Steppin' Out" Harvest Dance, Chelmsford Public Library, 25 Boston Rd.
   - One Day Beer and Wine License: 10/28/15, Council on Aging, 75 Groton Rd.

   Documents: **1 DAY CCA 9 18 15.PDF, ONE DAY BEER AND WINE CCA 9 19 15.PDF, ONE DAY BEER AND WINE HABITAT 10 2 15.PDF, 1DAY LIBRARY.PDF, 1 DAY COA .PDF**

7. **PUBLIC HEARINGS**

   - Continuation of Public Hearing - All Alcohol Package Store Application: Ashish Patel, AH&MJ Triangel Corp. d/b/a/ Triangle Package Store, 148 Groton Rd. N. Chelmsford
   - All Alcohol Restaurant License Application: 18 Boston Rd., Andiamo Pasta
   - Underground/Aboveground Storage License Application: 371 Acton Rd., Acton Road, LLC
   - National Grid: Underground Conduit Petition, Pinewood Road
   - Comcast: Underground Conduit Petition, Omni Way
   - Dangerous Dog Hearing: Donald Ranagan, 9 Bonanza Drive

Documents: **TRIANGLE.PDF, ANDIAMO.PDF, UNDERGROUND LICENSE ACTON RD .PDF, PINEWOOD RD PETITION.PDF, OMNI WAY PETITION.PDF, DOG HEARING-RANAGAN.PDF**

8. **REPORTS & PRESENTATIONS**
   Town Accountant, Darlene Lussier:

   - FY 2015 Financial Report
   - Report on Accounting Policy & Procedure Updates
   - Report on Town Office/Fire Station Parking Lot
   - FY14 & FY15 School Budget Shortfall Analysis

   Documents: **FY15 FINANCIAL REPORT.PDF, ACCOUNTING SYSTEM.PDF, BACK PARKING LOT.PDF, SCHOOL BUDGET SHORTFALL ANALYSIS.PDF**

9. **SIGN FALL ANNUAL TOWN MEETING WARRANT**

   Documents: **2015 FALL ATM LIST OF WARRANT ARTICLES.PDF, 2015 FALL ANNUAL TOWN MEETING WARRANT.PDF**

10. **SELECTMEN LIAISON REPORTS & REFERRALS**

11. **PRESS QUESTIONS**

NEXT REGULAR MEETING DATE: September 28, 2015

2015 SEP 10 PM 3:11

Approved 11/6/2015

RECEIVED
2015 NOV 10 PM 1:05
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
September 14, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Sue Rosa: Recovery Day September 20, 2015.
September is a month for recognition of Substance Use disorder. The vigil is being held from 6:00PM-7:00PM to remember those lost to addiction. The event is open to everyone.

Kathy Simmons: Chelmsford Women of Today Proclamation.
Ms. Simmons described what the group is about, listed various events they've hosted, announced their next meeting date and provided contact information. The proclamation was read by Selectman Joyce and accepted by Ms. Simmons.

Kathy Cryan-Hicks: FallFest
Mrs. Hicks listed the events being held between October 1-4, 2015 through Town, to which everyone is invited. Some events have ticket costs; a full schedule is available on the Library's web site.

Open Session

Jan Spence, 816 Wellman Ave., wished to thank the Board and Mr. Cohen for all the work that was done to acquire the FEMA grant for riverbank restoration by Williamsburg Condominiums. Selectman Hanson added a thanks to NMCOG also.

Pat Wojtas, 24 Elm St., strongly encouraged the Board to vote in favor of the proposal for 9-1-1 Regionalization. She felt the benefits would include better technology and better support staff to service consumers, and that this type of call center facility is the trend for the future.

Sam Chase, 5 Rivermeadow Rd., urged the Board to support the 9-1-1 Regionalization proposal, as he thinks it is a matter of time before all towns are forced into regionalizing due to cost savings.

Ruth Grivers, 10 Wilson St. provided the Board with signed petitions against 9-1-1 Regionalization.

Mary Schuna, 19 Sheila Ave., advised that she had previously lived in a regionalized area, and response times are negatively affected.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Vote on Regional Emergency Communications Center
Beverly Woods, NMCOG advised the State recently announced that grant programs will be geared toward regional communication centers to address fiscal efficiencies. The response to the Board's request to obtain a letter from the State was received today, after 5:00PM. Selectman Joyce felt regional centers work in areas with less calls than Chelmsford, and reiterated his opposition to the proposal. Ms. Woods believes the State will force towns and cities to regionalize at some point in the future. Selectman Askenburg was skeptical of the State's promises in light of past promises made to School Departments. The majority of the Board still had questions that could not be answered, and many felt the Town was not ready to move forward at this time because too much was unknown and more details need to be worked out.

> **Motion:** by Selectman Joyce that the Board of Selectmen reject the provisions of 18O to 18V, inclusive, of Chapter 6A of the General Laws providing for the establishment of a regional 911 Emergency Communications District for the Town of Chelmsford. Seconded by Selectman Askenburg. Selectman Hanson opposed, all others in favor. **Motion carries.**

Lisa Demers, 44 Lamb St., Lowell thanked everyone involved in this process for their time and support.

Licenses
One Day Beer & Wine License: September 18, 2015 Art Exhibit opening, CCA 1A North Rd.
One Day Beer and Wine License: September 19, 2015 Jazz Concert, CCA 1A North Rd.
One Day Beer & Wine License: October 2, 2015, Habitat for Humanity, CCA 1A North Rd.
One Day Beer & Wine License: October 2, 2015, "Steppin' Out" Harvest Dance, Chelmsford Public Library, 25 Boston Rd.
One Day Beer & Wine License: October 28, 2015, Council on Aging, 75 Groton Rd.
The applicants were advised they did not need to appear this evening as there have been no issues with any previous license on this annual event, and all TIPS certifications are on file. Kit Harbeson was available to speak on behalf of the Chelmsford Center of the Arts, and listed their events, which are open to everyone.

> **Motion:** by Selectman Joyce to approve licenses for the following: One Day Beer and Wine License: September 18, 2015 for the hours of 5:30PM to 7:30PM, a One Day Beer and Wine License: September 19, 2015 for the hours of 7:00PM-10:00PM, and a One Day Beer & Wine License: October 2, 2015 for the hours of 7:00PM-10:00PM to be exercised on the premises at 1A North Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for Chelmsford Public Library on October 2, 2015 for the hours of 7:00PM-10:00PM to be exercised on the premises at 25 Boston Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for Chelmsford Council on Aging on October 28, 2015 for the hours of 4:00PM-7:00PM to be exercised on the premises at 75 Groton Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Public Hearings

Continuation of Public Hearing: All Alcohol Package Store Application: Ashish Patel, AH & MJ Triangel Corp. d/b/a Triangle Package Store, 148 Groton Rd., North Chelmsford.
Attorney Angelique Eliopoulos spoke on behalf of the Applicant. Mr. Patel does not have experience managing a liquor store, although he does have 6 years experience managing a convenience store. He has taken classes in how to manage a liquor store, and all employees would also be required to take these classes. His location is ½ mile away from Vinal Square, and could still service that area. The change in operation is still an allowed business use. All of the other liquor store establishments in Town are near bus stops and residences, and all are well respected. Regarding the complaint of underage selling of tobacco-it was one incident and the employee was terminated. No other violations have occurred.

Audience comments:
Susan Olsen, 140 Groton Rd. is opposed to this application as there are many children in this neighborhood, and a prior petition for this type of business in this location was denied. She reminded the Board that input from the Police Chief and Nashoba Technical High School both were opposed to this request.

Chairman Hanson read a list of comments and e-mails into the record, and indicated they would become part of the public record. The Town Building Inspector's report cited building code violations that have not been addressed. Atty. Eliopoulos was not made aware of these conditions until this evening.

Selectman Dixon requested Town Counsel opinion on the impacts of a negative decision. Atty. Jeff Blake of Kopelman and Paige was present and explained the statute provides guidelines based on public need and appropriateness based on the number of existing establishments and public concerns or support. A denial must be based on a specific factor such as noise or traffic. The reputation of an applicant must be used cautiously.

Annemarie DelRossi, 137 Groton Rd. recalled witnessing an incident where several teens were hit by a drunk driver in this area, and she does not want to see this ever again.

> **Motion:** by Selectman Joyce to close the Public Hearing for Triangle Package Store. Seconded by Selectman Merrill. **Motion carries, unanimous.**
>
> **Motion:** by Selectman Joyce to deny an All Alcohol Package Store License for AH&MJ Triangel Corp. d/b/a Triangle Package Store situated at 148 Groton Rd., No Chelmsford due to conditions and concerns mentioned by the Board. Seconded by Selectman Merrill. Selectman Hanson and Dixon abstained, all others in favor. **Motion carries.**

All Alcohol Restaurant License Application: 18 Boston Rd., Andiamo Pasta
Atty. Angelique Eliopoulos spoke on behalf of the applicant. The manager has 30 years restaurant experience and 15 years alcohol/liquor license experience from his other restaurant locations which have won a number of awards. Improvements to do the restaurant and clean-up of nearby Beaver Brook will cost over $1 million. An entertainment & Common Victualer Application is included in the applicant's packet, and all sign-offs are on file. The applicant requested a waiver of the two-week waiting period for approval. James Rogers cited past community endeavors he has done, and he is looking forward to working in Chelmsford. He hopes to be open for business by February, 2016.

No comments were received by the audience.

Motion: by Selectman Joyce to waive the Two Week waiting period for the All Alcohol Restaurant License for Andiamo Pasta. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to close the Public Hearing for the All Alcohol Restaurant License for Andiamo Pasta. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the All Alcohol Restaurant License, Entertainment License and Common Victualer License for Andiamo Pasta . Seconded by Selectman Merrill. **Motion carries, unanimous.**

Underground/Aboveground Storage License Application: 371 Acton Rd., Acton Rd. LLC
Atty. Douglas Deschenes explained that Planning Board & other departmental approvals have been completed. The applicant wishes to install underground gasoline and diesel fuel tanks to service the gas station business proposed for this site. The old tanks were removed and the soil cleaned up, monitoring wells have shown excellent results. Abutters were thanked for their input. Tenants have not been determined to date.

No comments received from the audience.

Motion: by Selectman Joyce to close the Public Hearing for the Underground/Above Ground Storage License Application for 371 Acton Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the Underground/Above Ground Storage License Application for 371 Acton Rd., as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

National Grid: Underground Conduit Petition, Pinewood Rd.
A representative from National Grid was present for questions. The Board had no questions. No comments were received from the audience.

Motion: by Selectman Joyce to close the Public Hearing for the Underground Conduit Petition for Pinewood Rd. Seconded by Selectman Merrill. **Motion carries, unanimous**

Motion: by Selectman Joyce to approve the Underground Conduit Petition for Pinewood Rd. to install +/- 150 feet of conduit from pad 2 to hand pole and install 300+/- 2-3" PVC conduit from existing hand pole to riser pole. All conduits will be installed in the grass. The location begins approximately 1400 northeast of the centerline of the intersection of Garrison Ave. and Pinewood Rd. and continuing approximately 450 feet in a north east direction. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Comcast: Underground Conduit Petition, Omni Way
Jay Fwelling was present for questions. The Board had no further questions, and no comments were received from the audience.

Motion: by Selectman Joyce to close the Public Hearing for the Underground Conduit Petition for Omni Way. Seconded by Selectman Merrill. **Motion carries, unanimous**

Motion: by Selectman Joyce to approve the Underground Conduit Petition for Omni Way approximately 90 feet of 3" conduit beginning at a utility pole labelled MECO #2 and continuing along Omni Way +/- 1485 feet with six vaults to service the properties on Omni Way, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous**

Dangerous Dog Hearing: Donald Ranagan, 9 Bonanza Dr.
Speakers were sworn in by Chairman Hanson.

ACO Erik Merrill explained the victim was walking a lab mix dog when a German Shepherd dog ran up to them and attacked the lab. The owner of the German Shepherd was later identified and advised the dog was to be quarantined. During the quarantine time, he saw the dog at a local kennel and the kennel's owner advised him the dog was animal aggressive. He recommended the dog must wear a red/yellow dangerous dog collar and be muzzled in public, and must be kept in an escape-proof enclosure as outlined under the State Dangerous Dog mandate. The existing enclosure at the home is not adequate.

Mr. Ranagan explained his house sitter was at the home when this incident occurred as he was out of the country. She told him the dog was inside the house at the time of the alleged attack. The people that identified the dog as his did not see the attack, and the various responding officers were given different descriptions of the dog involved in the attack.

Xiomara Ramos, 158 Marsh Rd., Pelham, NH stated to the board she was playing with the dog at 7:30PM in the house on the night of the attack. The doors to the home were locked, and the dog was inside the entire evening.

Elaine Farrow, 12 Sierra Dr. advised she was in her home at 8:30PM on the night of the attack when her dog started barking. She turned on an outside light and saw Mr. Ranagan's dog running around. It was unusual to see him loose.

David Farrow, 12 Sierra Dr. stated he thought nothing of seeing Mr. Ranagan's dog outside until he heard about the incident with the lab mix.

Motion: by Selectman Joyce to close the Public Hearing for the Dangerous Dog Hearing for 9 Bonanza Drive. Seconded by Selectman Merrill. **Motion carries, unanimous**

Motion: by Selectman Joyce to deem Zsiga, a German Shepherd residing at 9 Bonanza Dr. as a Dangerous Dog in accordance with MGL Chapter 193, and as a result must wear a red/yellow Dangerous dog collar, must be muzzled when outside, and that Mr. Ranagan must provide an escape-proof enclosure as described under the Act. A violation of these conditions will allow the Animal Control Officer to seize the dog until the next scheduled hearing. Seconded by Selectman Merrill. Selectman Merrill abstained, all others in favor. **Motion carries.**

Reports and Presentations
Town Accountant: Darlene Lussier:
FY 2015 Financial Report
Report on Accounting Policy and Procedure Updates
Report on Town Office/Fire Station Parking lot
FY14 & FY15 School Budget Shortfall Analysis
Ms. Lussier reported that FY2015 revenues came in $950,000.00 higher than budgeted due to increased excise tax collections, a one-time tax payment and increased receipt of permit fees. Regarding expenditures, several departments did turn back funding, and there is a net $655,000 deficit in the

snow/ice account. She is awaiting receiving the certified numbers from DOR. Regarding the Board's question on the turf fields, a revolving fund account is paying the debt, but there is not enough money to set aside for the replacement carpet.

An audit of the Town's books should be done later this week, and a presentation to the Board will follow. The School Department's books are balanced at this time with no issues.

In response to Selectman Joyce's request regarding funding for the parking lot improvements for the rear lot of Town Offices, Chelmsford Housing Authority contributed $47,000.00, Planning Board funds contributed $45,000.00, DPW contributed $40,000.00, and $140,000.00 was included in the Fire Headquarters project. Little League paid for the irrigation features, and the Girls' Softball League is paying for their field improvements. DPW contributed much in labor, materials and drainage work.

In response to Selectman Joyce's request regarding School Department funding, Ms. Lussier explained that $141,350.00 in FY2014 appropriations were covered in FY2015 and paid with Free Cash. $573,000.00 was paid out of School Choice accounts, and a subsequent payment of $305,040 was also paid from Free Cash. Additional FY2015 expenses of $588,751.00 were paid with Circuit Breaker money ($161,000.00), and $423,000.00 from Free Cash, for a total of $1.6 million. Regarding personnel costs, Ms. McWilliams was paid $94,452.00 from July 1, 2014-January 20, 2015. Mr. Antonelli was paid $119,000.00 from November 1, 2014 to June 30, 2015. Much was funded through budget reductions, and there remains a deficit of $105,242.00. Unemployment costs to the Town for 2 laid-off employees came to $45,102.00. Former Superintendent Tiano was paid for contractual obligations which included 18 vacation days, sick pay, and an agreed amount covering July 1, 2015 through January 30, 2016 in an amount of $136,262.00. Much of this will be funded through budget reductions. Additional costs also include $6,000.00 for an MASC review and $12,000.00 in legal costs.

In response to a letter received from a Town Meeting Representative regarding Accounting Policy and Procedure, Ms. Lussier described how things were previously handled, and the shortcomings of that system. The School Department had an independent system from the MUNIS system used by all other Town Departments. Going forward, Ms. Lussier will have access to all purchase orders and requisition requests through the MUNIS system, as the School Department is now on that system. Future reports will have more information, and more safeguards have been put in place.

Sign Fall Annual Town Meeting Warrant

A third and final draft of the Fall Town Meeting Warrant was provided to the Board, and accepted.

> **Motion:** by Selectman Joyce that the Board of Selectmen sign the Fall Annual Town Meeting Warrant containing 19 Articles as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Joyce: No Reports.

Selectman Dixon: No Reports.

Selectman Merrill: No Reports.

Selectman Askenburg:

The School Department will be meeting on September 15, 2015. Last week the School Committee Finance Sub-Committee met, and noted that the School Department will have some deficits due to increased SPED costs from more students needing services moving into the community.
-The Finance Committee is meeting on Thursday, September 17, 2015.
-Chelmsford Telemedia will begin to broadcast Town meetings on weekends.
-The Board was asked to re-instate the Turf Field committee because funding for the replacement carpet is not happening. Mr. Cohen suggested further discussion occur during the Tri-Board meeting scheduled for September 21, 2015.

Chairman Hanson:
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Press Questions
No one came forward at this time.

Next Regular Meeting: September 28, 2015.

> **Motion:** by Selectman Joyce to adjourn this meeting at 10:44PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Flyer for Chelmsford 2nd Annual Overdose Vigil
-Proclamation for Chelmsford Women of Today
-FallFest flyer & events listing
-List of Committee Vacancies
-Supporting documents regarding Regional 9-1-1 Proposition
-Supporting documents for One Day Licenses
-Supporting Documents for Underground/Aboveground Storage application
-Supporting documents for the Underground Conduit Petition
-Supporting documents for Triangle Package Store
-Supporting document for Dangerous Dog Hearing
-Supporting documents for Town Accountant's Reports
-Draft of the Fall Town Meeting Warrant

BOARD OF SELECTMEN MEETING AGENDA
JOINT WITH SCHOOL & FINANCE COMMITTEES
September 21, 2015
School Administration Building, 230 North Road
Chelmsford, MA 01824

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**
2. **DARLENE LUSSIER, TOWN ACCOUNTANT**
   - Report on Free Cash
   - FY 2015 Budget
3. **DR. JAY LANG, SUPERINTENDENT OF SCHOOLS**
   - FY 16 School Department Budget
   - FY 16 Special Education Costs
4. **PAUL COHEN, TOWN MANAGER**
   - FY 17 Revenue & Expenditure Forcast
5. **DR. JAY LANG, SUPERINTENDENT OF SCHOOLS**
   - Comprehensive Facilities Assessment of Chelmsford Public Schools
6. **DISCUSSION ITEM: TURF FIELD REVENUE**
7. **PRESS QUESTIONS**
8. **EXECUTIVE SESSION - BOARD OF SELECTMEN & SCHOOL COMMITTEE**
   - Strategy with respect to Collective Bargaining for FY 17 - FY 19
9. **ADJOURN**

2015 SEP 17 AM 10:47

Approved 11/16/2015

REC VED
2015 DEC 11 PM 12:08
TOWN
OF

Town of Chelmsford
Board of Selectmen Minutes
School Administration Building
230 North Rd.
Chelmsford, MA 01824

Tri-Board Meeting MINUTES
September 21, 2015

Board of Selectmen Attending:
Matthew Hanson, Chairman
Robert Joyce Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

School Committee Attending:
Michael Rigney
Sal Lupoli
Evelyn Thoren
Barbara Skaar (7:12PM)
Allen Thomas

Dr. Jay Lang, Superintendent
Michelle Cresta, Business Manager

Finance Committee Attending:
Tom Gilroy
Stratos Dukakis
James Clancy
Kathy Duffet
Margarita Kaliviotas
Eliane Consalvo
Anita Tanini

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00PM. Alana Melanson of the Lowell Sun indicated she was also recording this meeting.

Darlene Lussier, Town Accountant
Report on Free Cash
FY2015 Budget

Ms. Lussier announced the annual audit went smoothly, and revenues were higher than budgeted due to higher than expected Excise Tax revenue and a one-time tax payment that was received. Regarding expenditures, there were $670,000.00 in encumbrances noted, and several departments were able to turn back some money. Free Cash was certified at $2.2 million; a listing of potential needs for this funding was provided. Balances in Revolving Accounts were provided.

Dr. Jay Lang, Superintendent of Schools
FY16 School Department Budget
FY16 Special education Costs

Dr. Lang reported that the School Department's biggest expense is salaries and a report will be forthcoming at the end of September. Budget overruns in Special Education accounts were noted due to out-of-district costs for 2 students who came into Chelmsford during the year, and 4 others that returned to Chelmsford. This account is difficult to predict, as the number of students changes frequently. Some of this debt will be covered by Circuit Breaker funding.

Selectman Joyce requested details on what budget reductions were used to cover last year's deficit, and how the IT employee's salary increases were covered. Dr. Lang advised budget items are still under discussion, and the salary funding came from a position that was not filled.

Paul Cohen, Town Manager
FY17 Revenue & Expenditure Forecast

Mr. Cohen described the budgeting process, and provided data on Free Cash and incoming State Aid amounts since 2001. Fixed costs and anticipated expense increases were listed. The goal at this time is to be able to maintain a current level of services even as expenses increase and state aid levels decrease. Mr. Lupoli requested that full Day Kindergarten be considered again. Dr. Lang reported that space assessments are ongoing, and he hopes to have a better logistical plan by December. Mr. Cohen advised the School Committee may need to consider a tuition-based plan, as State grants are disappearing.

Dr. Jay Lang, Superintendent of Schools
Comprehensive Facilities Assessment of Chelmsford Public Schools

Dr. Lang is requesting this study to maximize use of space and determine feeder patterns to help with the development of a full day Kindergarten program and to develop a plan for the modular classrooms and science labs. The report would a basis for a ten-year facilities plan for all of the schools. The estimated cost for this plan would be $175,000.-$200,000., and he would like to have a draft finished by next Spring.

Discussion Item: Turf Field Revenue
Selectman Askenburg requested an update on the funding set-aside for the turf field carpet, as it does not appear to be happening based on reported incomes from the fields. She recommended re-convening the Turf Field Committee to support the effort further. Mr. Gilroy suggested hiring a part time person to focus on the field rentals, and Mr. Rigney felt it was not reasonable to be setting aside funding for this purpose. Selectman Askenburg recalled this funding was promised when the original funding was requested at Town Meeting. Mr. Sousa noted the bond payments are being covered, and agreed additional funding should be set aside for future costs. Chairman Hanson noted that naming rights were another source of potential income requested that have not come to fruition. The School Department was requested to discuss how they would like to proceed, and report back to the Board of Selectmen in two months.

Press Questions
There were no press questions at this time.

Executive Session-Board of Selectmen and School Committee

Motion: by Selectman Joyce for the Board of Selectmen and the School Committee to enter into Executive Session for the purpose of discussing strategy with respect to Collective Bargaining for FY2017 to FY2019, not to return to Regular Session. Seconded by Selectman Merrill. Roll Call vote:
Selectman Joyce: Aye
Selectman Merrill: Aye
Selectman Askenburg: Aye
Mr. Lupoli: Aye
Mr. Rigney: Aye
Mrs. Thoren: Aye
Ms. Skaar: Aye
Mr. Thomas: Aye
Selectman Hanson: Aye
Selectman Dixon: Aye

The regular session was adjourned at 8:50PM.

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:
-Presentation of Fiscal Year 2017 Budget Projection

BOARD OF SELECTMEN MEETING AGENDA
September 28, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Becky Herrmann: FallFest 10/1 - 10/4
   - Nick Parlee: Harmony Adventure Park Opening 10/22 at 3:30 PM

   Documents: **FALLFEST.PDF, FALLFEST-DRAFT PASSPORT.PDF, HARMONYPARKOPENING.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day Beer & Wine License: 11/6/2015, Shari Monnes, Harrington Elementary School PTO Fundraiser, Chelmsford Senior Center 75 Groton Rd.

   Documents: **1 DAY HARRINGTON PTO 11 6 15.PDF**

6. **REPORTS & PRESENTATIONS**

   - Steve Jahnle: Intersection Improvements Billerica & Riverneck Roads
   - Ed Acheson: 7 North Road Committee Report & Recommendations
   - Brenda Lovering: Chelmsford Garden Club support of 7 North Road Proposal

   Documents: **PROJECT DESCRIPTION.PDF, ORIGINAL GRAPHIC - MODIFIED FOR BOS MTG-23X36-1.PDF, INTERSECTION_IMPROVEMENTS_SUPPORT_LETTER.PDF, 7 NORTH RD PROPOSAL SUMMARY FINAL.PDF**

7. **TOWN MANAGER REPORTS**

   - BFRT Drinking Water Fountain
   - Katrina Road Brownfields Site Update
   - Energy Efficiency Community Initiative Program Final Report

   Documents: **BFRT DRINKING WATER FOUNTAIN.PDF, ENERGY EFFICIENCY PROGRAM.PDF**

8. **RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES**

   Documents: **2015 FTM LIST OF WARANT ARTICLES.PDF, TM RECOMMENDATIONS 2015 FALL ATM WARRANT ARTICLES.PDF, FALL 2015**

2015 SEP 24 AM 11:54

ATM WARRANT.PDF, 2015-FTM-TOWN MEETING PRESENTATION.PDF

9. APPOINTMENTS

- Board of Appeals, Alternate: Jaclyn Martin, 3 year term ending 6/30/2018
- Council on Aging: Ruth I'Anson, unexpired 1 year term ending 6/30 2016
- Economic Development Commission: Donald Van Dyne, 3 year term ending 6/30/2018

Documents: **ZBA APPLICATION-MARTIN.PDF, COA APPLICATION-IANSON.PDF, COMMITTEE_APPLICATION-VAN DYNE-EDC.PDF**

10. MEETING MINUTES

- Executive Session Minutes: February 23, 2015
- Regular Meeting Minutes: August 10, 2015
- Regular Meeting Minutes: August 31, 2015

Documents: **8-10-15 BOS MINUTES.PDF, 8-31-15 BOS MINUTES.PDF**

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: October 5, 2015

RECEIVED
2015 SEP 24 AM 11:54
TOWN CLERK
ONSET, MA

Approved 12/7/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED
2015 DEC 11 PM 12:08
TOWN CLERK
CHELMSFORD

Regular Meeting MINUTES
September 28, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Alana Melanson of the Lowell sun indicated she was also recording the meeting.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements
Becky Hermann: FallFest October 1-4, 2015.
Ms. Hermann provided a summary of events for this festival. The event is open to everyone.

Nick Parlee: Harmony Adventure Park Opening, October 22, 2015 at 3:30PM.
No one was present for this announcement at this time.

Open Session
Fran MacDougall, 11 Dawn dr. thanked everyone for supporting the Summer Farmers Market. A Volunteer Recognition ceremony will be scheduled for a future meeting.

Committee Vacancies
Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
One Day Beer & Wine License: November 6, 2015 Shari Monnes, Harrington Elementary School PTO Fundraiser, Chelmsford Senior Center, 75 Groton Rd.
The applicant was not present at this time. TIPS certification is on file, and there have been no issues with previous applications.

> **Motion:** by Selectman Askenburg to approve a One Day Beer and Wine License for Harrington Elementary School PTO on November 6, 2015 for the hours of 7:00PM-10:00PM to be exercised on the premises at 75 Groton Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports and Presentations
Steve Jahnle: Intersection Improvements Billerica and Riverneck Roads

Mr. Jahnle explained the work will include adding a left turn lane and sidewalks in certain areas as a way to address traffic congestion. Mass DOT is assisting with planning and design. A letter of support from the Board has been drafted for review. Additional information will become available in November.

> **Motion:** by Selectman Askenburg that the Board of Selectmen approve the letter of support to the Mass. Dept. of Transportation dated September 28, 2015, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Ed Acheson: 7 North Rd. Committee Report and Recommendations
Brenda Lovering: Chelmsford Garden Club support of 7 North Rd Proposal

Mr. Acheson summarized the work that the Committee completed in regard to what should be done with the 7 North Rd. parcel. A proposal for a public garden received the most support, and is their recommendation. Work will be managed by the Chelmsford Garden Club, and a rendering of what the garden will look like was presented to the Board. The Garden Club is actively looking for donations to complete the project, and they expect work to be done in Spring 2016.

> **Motion:** by Selectman Askenburg that the Board of Selectmen approve the recommendation of the 7 North Rd. Committee and the Chelmsford Garden Club without alternates, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Town Manager Reports
BFRT Drinking Water Fountain
A request to install drinking water fountains along the rail trail was received and reviewed by the Bicycle & Pedestrian Advisory Committee. No action will be taken on this matter in consideration of the potential for vandalism, maintenance costs, and the tendency for users to bring their own drinks as needed.

Katrina Road Brownfield's Site Update
A Request for Proposals is going out to find a buyer for this site. Additional information on responses will be available by January, 2016.

Energy Efficiency Community Initiative Program Final Report
This drive resulted in 831 energy assessments being completed in the Town. The Committee is evaluating 3 proposals for the Swain Rd. landfill area.

Recommendations on Town Meeting Warrant Articles
Chairman Hanson advised that voting would be done at the next meeting. Mr. Cohen provided summaries and funding amounts for all of the proposed Articles. Regarding Article 11 on wayfinding signage, Community Development Director Evan Belansky advised this request was only for the design consultant process. 101 Mill Rd. Committee Chairman Bill Griffin spoke on behalf of Article 12. The 101Mill Rd. Committee would like to complete a structural analysis of the building to help determine its best potential use. Chief Assessor Frank Reen explained the purpose of Article 14 is to help small businesses, and the impact to the tax levy is minimal. Article #15 will help military families, and will probably only impact about 20 vehicles at this time.

Evan Belansky & Planning Board Chairman Mike Raisbeck explained Article #17 will give developers of multi-family housing developments voluntary options to assist the Town in

achieving its goals under Chapter 40B. Article #18 would only be implemented if Article 17 passes.

Appointments

Board of Appeals, Alternate: Jaclyn Martin, 3 year term ending 6/30/2018
Council on Aging: Ruth l'Anson, unexpired 1 year term ending 6/30/2016
Economic Development Commission: Donald Van Dyne, 3 year term ending 6/30/2018

Motion: by Selectman Askenburg to approve the Town Manager's appointments of Jaclyn Martin as Alternate for the Board of Appeals for a term to expire June 30, 2018, of Ruth l'Anson to the Council on Aging for a term to expire on June 30, 2016, and of Donald Van Dyne to the Economic Development Commission for a term to expire June 30, 2018. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Meeting Minutes

Executive Session Minutes: February 23, 2015

Motion: by Selectman Askenburg to approve but not release the Executive Session Minutes of February 23, 2015 as presented. Seconded by Selectman Joyce. Selectman Merrill abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes: August 10, 2015

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of August 10, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Regular Meeting Minutes: August 31, 2015

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of August 31, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon: No Reports.

Selectman Joyce:
-Mr. Cohen was thanked for his work in adjusting the Town's Annual Budget to allow for a return to the tax levy.
-Mr. Cohen was asked if the well water signs could be removed from the Little League fields. He was advised the signs must stay, in response to complaints regarding water usage in maintaining the fields.
-Mr. Cohen agreed to follow up on why the street light on Algonquin Rd. has not been repaired yet.
-Mr. Cohen advised that the solar projects for the schools has been completed, and will generate a $300,000.00 credit.
-Mr. Cohen agreed to discuss with the TREE Committee what could be done to replace the trees that used to be in Central Square. The prior trees died because they could not get enough water with the sidewalk configuration.
-Selectman Joyce urged residents to prepare for the winter, as insurance carriers are penalizing people for excessive claims activity. The issue is being looked at by Senator Barrett.

Selectman Askenburg:
-The video regarding Town Meeting discussion about replacing the turf carpet was reviewed, and Mr. Moreau advised Town Meeting that $40,000.00 would be set aside annually for this future expense. Chairman Hanson was asked to ask the School committee to re-convene the Turf Field Committee to ensure promises made to Town Meeting can be met.

-Local residents and Weston Nurseries were thanked for recent donations to improvements at Roberts Field.

Selectman Merrill:
-Work to a trail and installation of a bench at Oak Hill Reservation are being completed as an Eagle Scout project. DPW is working on improvements to the salt shed area near the reservation.

Chairman Hanson:
-Residents of the Stedman St. area were advised that NMCOG will be seeking public input from them in about a month.
-Office hours will be held at Panera Bread from 5:00-6:00PM on Thursday.

Press Questions
No one came forward at this time.

Next Regular Meeting: October 5, 2015.

> **Motion:** by Selectman Joyce to adjourn this meeting at 9:07PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Flyer for FallFest
-Flyer for Harmony Park Ribbon Cutting Ceremony
-List of Committee Vacancies
-Supporting documents for One Day License
-Memo of September 23, 2015 from VHB and September 28, 2015 from the BOS regarding Billerica Rd. improvements
-7 North Rd. Committee presentation
-Memos regarding drinking fountains along the Freeman Rail Trail
-2015 Fall Town Meeting Warrant List
-Committee Applications
-Meeting Minutes

BOARD OF SELECTMEN MEETING AGENDA
October 5, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Jackie Hayes: Substance Abuse Prevention Month
   - Michelle Sacco: Open House, Center Fire Station, 10/25

   Documents: **PROCLAMATION–SUBSTANCE ABUSE_AWARENESS_MONTH 2015.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day Beer & Wine License: St. John the Evangelist Church, 10/25/15

6. **VOTE RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES**

   Documents: **2015 FTM LIST OF WARANT ARTICLES.PDF, TM RECOMMENDATIONS 2015 FALL ATM WARRANT ARTICLES.PDF, FALL 2015 ATM WARRANT.PDF, 2015-FTM-TOWN MEETING PRESENTATION.PDF**

7. **SELECTMEN LIAISON REPORTS & REFERRALS**

8. **PRESS QUESTIONS**

NEXT REGULAR MEETING DATE: November 2, 2015

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2015 OCT -1 PM 3:45
TOWN OF CHELMSFORD
DONDINA M. MALONEY
TOWN CLERK

Approved 12/7/2015

RECEIVED
2015 DEC 11 PM 12:08
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
October 5, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Jackie Hayes: Substance Abuse Prevention Month.
Sue Rosa spoke for Ms. Hayes. The last week of October is Substance Abuse Awareness week, and there will be several age-appropriate programs held at the public schools. Other events were listed, including a parent's event on October 28 beginning at 7:00PM at the Chelmsford Center of the Arts which is open to everyone.

A Proclamation was read by Selectman Joyce, and accepted by Ms. Rosa.

Michelle Sacco: Open House, Center Fire Station, October 25, 2015.
The Open House will be held from 11:00AM-2:00PM. Children are encouraged to come in their Halloween costumes, and everyone is invited to attend.

Open Session

Lynne Marcella, Chelmsford Parade Committee displayed the new Winter Banners that are being hung. Residents were encouraged to contact the Committee as new members are wanted.

Mary Tiano, 1 Spruce St. provided a summary of financial problems faced by the School Dept. Since 2014. She asked the Board to hold the Town Accountant responsible for a "total system failure", and to institute policies to ensure this never happens again. Mr. Cohen advised that independent auditors uncovered the problem, and procedures have been put in place to restore confidence in the system.

John Sousa, Town Treasurer, wished to clarify concerns raised by Ms. Tiano. Auditors and Ms. Lussier did their jobs but were provided with inaccurate information.

Selectman Joyce stated he felt the prior employees of the School Department should be held responsible for the failed financial situation faced by the School Department.

Mrs. Tiano felt that only part of the problem has been addressed.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses

One Day Beer & Wine License: October 25, 2015, St. John the Evangelist Church

The applicant was not present at this time. There have been no issues with previous applications.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License for St. John the Evangelist Church on October 25, 2015 contingent upon receiving TIPS certification to be exercised on the premises at 115 Middlesex St. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Vote Recommendations on Town Meeting Warrant Articles

Article 1-Reports of Town Officers/Committees

No motion needed.

Article 2-E-Rate Revenue to the School Department

> **Motion:** by Selectman Joyce to recommend approval of Article 2, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 3-Funding for FY15 Snow and Ice Expenditures Deficit

> **Motion:** by Selectman Joyce to recommend approval of Article 3 in the amount of $305,965.00, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 4-Funding for Collective Bargaining Agreements

No action needed, as no agreements have been reached.

Article 5-Amend Fiscal Year 2016 Operating Budget

Selectman Joyce wished to split the votes on this article, as he did not support the entire article.

> **Motion:** by Selectman Joyce to recommend approval of Article 5, in the amount of $293,572.00. No second was given. **Motion fails.**

> **Motion:** by Selectman Joyce to split Article 5 into two Articles. No second was given. **Motion fails.**

> **Motion:** by Selectman Askenburg to recommend approval of Article 5, as presented. Seconded by Selectman Merrill. Selectman Joyce abstained, all others in favor. **Motion carries.**

Article 6-Free Cash to Sewer Construction Stabilization Fund

> **Motion:** by Selectman Joyce to recommend approval of Article 6, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 7-Amend Sewer Grinder Pump Bylaw

Motion: by Selectman Joyce to recommend approval of Article 7, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 8-Amend FY16 Sewer Enterprise Operating Budget.

Motion: by Selectman Joyce to recommend approval of Article 8, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 9-Appraisal and Structural Analysis of Chelmsford Forum

Motion: by Selectman Joyce to recommend approval of Article 9, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

At this time, Richard Day, Board of Health was allowed to speak on an unrelated matter. He advised that the Board of Health voted earlier this evening to approve increasing the minimum age for purchase of tobacco products to 21 years of age.

Article 10-Comprehensive Facilities Assessment of the Chelmsford Public Schools

Selectman Askenburg supported using a third party consultant for this assessment. Selectman Merrill felt the amount being requested was too high.

Motion: by Selectman Askenburg to recommend approval of Article 10, as presented. Seconded by Selectman Dixon. Selectmen Joyce and Merrill opposed, all others in favor. **Motion carries.**

Article 11-Design and Bid specifications for Center Village wayfinding Signage

Selectman Merrill felt this Article should be tabled until after the State funding for Center Village Improvements is released by the Governor. Mr. Cohen advised that the signage can be done outside of the Center Village Master Plan, and would help people not familiar with the Town center.

Motion: by Selectman Askenburg to recommend approval of Article 11, as presented. Seconded by Selectman Dixon. Selectmen Joyce & Merrill opposed, all others in favor. **Motion carries.**

Article 12-Structural and Building Code Analysis of 101 Mill Road Building.

Motion: by Selectman Joyce to recommend approval of Article 12, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 13-Funding for General Stabilization Fund

Selectman Joyce was opposed to funding this article, Selectman Askenburg reminded the Board that this action was promised at the Spring Town Meeting in order to balance the budget.

Motion: by Selectman Askenburg to recommend approval of Article 13, as presented. Seconded by Selectman Dixon. Selectman Joyce opposed, all others in favor. **Motion carries.**

Article 14-Minimum Value of Personal Property Subject to Taxation

Motion: by Selectman Joyce to recommend approval of Article 14. as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 15-Motor Vehicle Excise Exemption for Deployed Military Personnel

Motion: by Selectman Joyce to recommend approval of Article 15, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 16-Transfer Buttercup Lane Parcel for Conservation Purposes

Motion: by Selectman Joyce to recommend approval of Article 16, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 17-Inclusionary Zoning Bylaw
Selectman Askenburg did not support Section D. of this bylaw. Selectman Merrill advised she was considering submitting amendments on Town Meeting floor regarding review of rates & density bonuses. Selectman Joyce agreed there should be a yearly review, and he was opposed to allowing payments in lieu of building affordable units.

Motion: by Selectman Dixon to recommend approval of Article 17, as presented. Seconded by Selectman Hanson. Selectmen Merrill, Askenburg and Joyce opposed, all others in favor. **Motion fails.**

Motion: by Selectman Joyce to recommend against approval of Article 17, as presented. Seconded by Selectman Merrill. Selectmen Hanson & Dixon opposed, all others in favor. **Motion carries.**

Article 18-Establish Affordable housing Stabilization Fund
This article is contingent upon Article 17 passing at Town Meeting.

Motion: by Selectman Joyce to recommend approval of Article 18, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 19-Community Preservation Fund: Oak Hill Conservation Land

Motion: by Selectman Joyce to recommend approval of Article 19, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals
Selectman Dixon:
-Congratulations were given to newly promoted Police Lieutenants Hannigan and Ahern.
-Condolences were given to the family of Russ Walgren who passed away recently.

Selectman Joyce:

No referrals.

Chairman Hanson:
- Residents were thanked for their support of this year's Fall Fest, and the Farmer's Market.
-Office hours will be on hold until further notice, due to other personal obligations.

Selectman Merrill:
No referrals.

Selectman Askenburg:
No referrals.

Press Questions
No one came forward at this time.

Next Regular Meeting: November 2, 2015.

> **Motion:** by Selectman Joyce to adjourn this meeting at 8:20PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Proclamation for Substance Abuse Prevention Month
-List of Committee Vacancies
-2015 Fall Town Meeting Warrant List

BOARD OF SELECTMEN MEETING AGENDA
October 22, 2015
Senior Center, 75 Groton Road
No. Chelmsford, MA 01863

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1. 6:30 P.M. CALL TO ORDER

2. EXECUTIVE SESSION: LITIGATION UPDATE

LIST OF OPEN MATTERS

- Avila, et al. v. Town of Chelmsford
- The Courtyard Condominium v. Lori M. Tomassian (Town of Chelmsford)
- Diodati, et al. v. Town of Chelmsford, et al.
- Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
- Van Liew v. Eliopoulos v. Hands-On Technology Transfer Inc.
- Philip Eliopoulos v. Hands-On Technology Transfer, Inc.
- Van Liew v. Roy W. Earley
- Fire/Manley Grievance/Bid
- Local 1839, IAFF and Town of Chelmsford
- NEPBA, Local 20 and Town of Chelmsford and
- Lodge 110/JLMC FOP and Town of Chelmsford
- Town of Chelmsford and Professional Firefighters of Chelmsford, Local 1839
- Altid Enterprises, LLC v. Chelmsford Conservation Commission
- Burdo v. Chelmsford Zoning Board of Appeals
- Debeaucourt v. Chelmsford Zoning Board of Appeals
- Harvey, III v. Chelmsford Board of Appeals
- Town of Chelmsford v. Normandin, et al.
- Kelly v. Town of Chelmsford (VI)
- Shyjan, et al. v. Town of Chelmsford, et al.
- Town of Chelmsford v. McDonough

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TOWN OF CHELMSFORD
LITIGATION STATUS REPORT
MATTERS PENDING WITH TOWN COUNSEL

October 16, 2015

GENERAL LITIGATION

1. Avila, et al. v. Town of Chelmsford
Middlesex Superior Court, C.A. No. 14-3831
(05600-0297-JTB).

This is an appeal of the Town's pro tanto award of $4,500 for a 30" wide, 26,000 square foot permanent drainage easement taken from the plaintiffs' 71 Davis Road property (a/k/a Old Westford Road). The Town's pro tanto is based on an opinion of value provided by Minuteman Appraisals, Inc. By their complaint, the Plaintiffs claim that the pro tanto award was inadequate to justly compensate them for the interest taken and have alleged the area taken was substantially larger that the area described on the Order of Taking. Both parties have propounded written discovery requests.

2. Diodati , et al. v. Town of Chelmsford, et al.
Land Court Case No. 10MISC436806
(05600-0252-JTB)

This is a matter filed in the Land Court in August, 2010, by the plaintiffs to determine the rights to the use of a portion of Arlington Street. Although it appears that the street was never accepted as a public way, a dispute remains as to the status of the road. The plaintiffs have joined the Town and private property owners. The co-defendant Kohl has filed a motion for summary judgment. We are taking a passive defense in this matter, but continue to negotiate an easement for utilities contained in the unaccepted portion of the way. This matter was originally assigned to Judge Grossman of the Land Court who recently retired. We are awaiting assignment of this matter to a different judge.

3. Donald Ranagan v. Chelmsford Board of Selectmen
Lowell District Court, C.A. No. 1511 CV 1175
(05600-0328-JTB)

This is an appeal of the Board of Selectmen's decision finding the plaintiff's dog to be a dangerous dog pursuant to G.L. c.140, §157 and the Board's order that said dog be restrained. The plaintiff's appealed the Board of Selectmen's order and there is a clerk magistrate hearing on November 16, 2015.

4. Jessica Sheridan v. Town of Chelmsford
Lowell District Court, C.A. No. 1511CV000666
(05600-0327-JTB)

This action is an appeal of the Board of Selectmen's dangerous dog finding and order to have the plaintiff's dog euthanized pursuant to G.L. c.140, §157. We represented the Town at trial in Lowell District Court on July 15, 2015. Following the trial, the judge issued a decision in the Town's favor and upheld the Board of Selectmen's decision and related order. The time period for appealing the Court's judgment has passed. Ms. Sheridan has not provided the Town with evidence of euthanasia and therefore is in violation of the Court's order. We are prepared to bring a contempt action against Ms. Sheridan if determined one is required.

5. Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
Lowell District Court C.A. No. 1211 CV 165
(05600-0217-JTB)

This is an action brought by the Town for breach of a settlement agreement relative to a dispute between the parties regarding profits realized on the Princeton Ridge subdivision pursuant to G.L. c.40B. The Court granted the Town's motion for summary judgment finding that the defendants are in violation of the settlement agreement and awarded the Town $7,000 in damages. The Court also awarded the Town attorneys' fees and costs in the amount of $5,210.06. The Execution has been forwarded to the Sheriff's office with a request to levy on all property held by the defendants. There has been no further action on this matter.

6. Van Liew v. Eliopoulos v. Hands-On Technology Transfer Inc.
Philip Eliopoulos v. Hands-On Technology Transfer, Inc.
Middlesex Superior Court, C.A. No. MICV2011-0011-L
(05600-0280-JMS)

Town Counsel has been representing various Town officials who have been subpoenaed for depositions in private litigation between the plaintiff and former Selectman Philip Eliopoulos involving cross-claims for defamation, relating to the parties' public statements about one another. In connection with this matter, the plaintiff subpoenaed and deposed numerous current and former Town officials, including Selectman Matt Hanson, Claire Jeanotte, and Eric Dahlberg. A jury trial took place beginning on February 18, 2015. On March 23, 2015, a judgment entered for Philip Eliopoulos against Roland Van Liew and awarded Mr. Eliopoulos damages in the amount of $2.9 million, plus interest. On April 7, 2015, Mr. Van Liew and Hands on Technology Transfer, Inc. filed a Motion for Judgment Notwithstanding the Verdict, a Motion for a New Trial and a Motion to Alter or Amend the Judgment, all of which were denied by the Court. Mr. Eliopolous filed a Motion for Injunction Relief requesting that Mr. Van Liew be restrained from transferring assets to secure the judgment, which was allowed. On August 10, 2015, Mr. Van Liew and Hands On Technology Transfer, Inc., filed a Notice of Appeal, and the Superior Court is in the process of assembling the record. Town Counsel continues to monitor the case to protect the Town and its officials' interests.

7. Van Liew v. Roy W. Earley
Middlesex Superior Court, C.A. No. MICV2011-04604
(05600-0280-JMS)

This case is related to Van Liew v. Eliopoulos. Town Counsel has been representing various current and former Town officials who have been subpoenaed for depositions in private litigation between the plaintiff and Roy Earley involving plaintiff's claims for defamation. In connection with this matter, the plaintiff has attempted to obtain voluminous documents through witness subpoenas. We have also succeeded in having some witnesses, including Dennis Reddy, protected from deposition. Presently pending before the Court is plaintiff's motion for an order finding that George Dixon failed to comply with the Court's order concerning his deposition which has taken place, and asking the Court to reconsider its order concerning his deposition. We have opposed this motion and are awaiting a decision, although the Court has taken no action since the motion was filed on September 26, 2014. In addition, former Selectman John Kurland was deposed, pursuant to a protective order issued by the Court. Previously, the Town Manager was deposed. A final pretrial conference was held on June 15, 2015, and a trial is scheduled for April 25, 2016.

LABOR

8. Fire/Manley Grievance/Bid
(05600-0324-BMM)

This action arose out of a grievance filed by Local 1839, contesting the Chief's decision to veto fire fighter Manley's station bid to Engine 5 effective April 1, 2015. The Chief had previously moved fire fighter Manley and fire fighter Clarke out of Engine 5 in and around December 23, 2014, due to personality conflicts between the two individuals. When fire fighter Clarke and fire fighter Manley submitted their station bids for April 2015, both selected Engine 5. The Chief allowed fire fighter Clark's bid as he had greater seniority than fire fighter Manley. The Chief did not allow fire fighter Manley's bid and the Local filed a grievance. The Chief wrote a letter to the Local President denying the grievance. The Union did not pursue Chief Curran's denial further through the contractual grievance procedure and that grievance is resolved.

On October 6, 2015, Local 1839 filed a second grievance on fire fighter Manley's behalf, challenging Chief Ryan's decision to veto fire fighter Manley's October 2015 bid to return to Engine 5, for the same reasons articulated by then-Chief Curran in April. 2015. The Chief recently wrote a letter denying the grievance. The Local has thirty (30) days to submit the grievance to the Town Manager. At this time, this matter remains open.

9. Local 1839, IAFF and Town of Chelmsford
Fire/Arbitration/Deputy Chief/Captain
(05600-0323-BMM)

This matter is pending at the American Arbitration Association and concerns the grievance filed by the Local that resulted in the Town's Unfair Labor Practice filing. The Local has alleged that the Department's use of the Deputy Chief to perform Captain's duties violates the contract. Arbitrators have been selected by the parties relative to both arbitration demands and the parties are scheduled to appear for hearings on October 29 and November 13. The third demand filed by the Union has yet to have a confirmed hearing date. This matter remain open and pending.

10. NEPBA, Local 20 and Town of Chelmsford
JLM-14-3694 (05600-0298-BMM)

This matter arises out of ongoing successor contract negotiations between the Town and the unions for a new collective bargaining agreement. Following several bargaining sessions with the Town, the unions filed their respective petitions at the Joint Labor Management Committee asking the Committee to exercise jurisdiction. The NEPBA, which represents the Superior Officers, filed their petition on May 12, 2014. The parties met for a field level investigation on June 18, 2014, and the Commission voted to exercise jurisdiction on June 27, 2014. Committee-Level mediation did not result in a settlement and the parties have moved forward to the formal hearing process at the JLMC. The parties appeared at the JLMC on August 19, 2015, for a 3a hearing in this matter. The purpose of the informal hearing is to provide the JLMC with information as to the bargaining history between the parties, the issues that remain in dispute, and how to resolve them, i.e., arbitration, mediation, fact-finding, etc. The most popular approach is a three (3) member arbitration panel. Following the 3a hearing, and after the JLMC certifies the issues for arbitration, the parties will select a neutral arbitrator to head the panel and schedule the dispute for hearing with the arbitration pane. This matter remains open and pending.

11. Lodge 110/JLMC FOP and Town of Chelmsford
(05600-0311-BMM)

The Patrol Officers Union filed a petition similar to the Superior Officers at the JLMC on July 21, 2014. On October 14, 2014, the investigator met with the parties to discuss the history of negotiations and certify the issues that are in dispute between the parties. On October 23, 2014, the JLMC voted to exercise jurisdiction. Committee-Level mediation did not result in a settlement and the parties have moved forward to the formal hearing process at the JLMC. The parties executed a voluntary 3a statement on May 21, 2015, certifying the issues for arbitration at the JLMC. The parties subsequently selected Mr. James Cooper to serve as a neutral arbitrator to head the panel. The arbitration hearing is scheduled for Monday, November 23, 2015. This matter remains open and pending.

LAND USE

12. Altid Enterprises, LLC v. Chelmsford Conservation Commission
Land Court, Misc. No. 14 MISC 484374 (GHP); voluntarily dismissed and re-filed in Middlesex Superior Court, MICV2014-06318.
(05600-0305-JJG)

This is an appeal of a denial of an Order of Conditions under the Town Wetlands Bylaw for the construction of a roadway, Rivard Lane, for access from Progress Avenue to a lot of land owned by Altid. The proposed construction involves work within no-disturbance and no-impervious-surface buffer zones established under the bylaw. The Commission denied waivers from the Bylaw that would have been necessary for the construction of the roadway. The Order of Conditions was issued on May 22, 2014. The complaint was filed in the Land Court on June 23, 2014, and was served on the Conservation Commission on June 26, 2014. The complaint states a certiorari claim pursuant to G.L. c. 249, § 4, but also includes a count for a regulatory taking. The Land Court scheduled a hearing to consider whether it lacked jurisdiction. (the Land Court has ruled in previous cases that it lacks jurisdiction over wetlands bylaw appeals.) In response, the plaintiff voluntarily dismissed the Land Court appeal, and re-filed the complaint in Middlesex Superior Court. We filed a Notice of Appearance for the re-filed Complaint on November 18, 2014. On January 23, 2015, we filed the Record of Proceedings with the Middlesex Superior Court, as the answer to the Complaint. Town Counsel recently met with the Conservation Commission in executive session which decided to suggest an informal meeting with the Applicant to explore options for resolution of the appeal.

13. Burdo v. Chelmsford Zoning Board of Appeals
C.A. No. 12MISC470368-RBF
(05600-0274-BJW)

This is an abutters' appeal under G. L. c. 40A, §17 filed in September 2012 from the Zoning Board of Appeals' grant of a variance to co-defendants Terrance Murphy and Valerie Murphy regarding property at 181 Proctor Road. The variance will permit the construction of a single family dwelling within the side yard setback. The Board found that wetlands, a steep grade and ledge on the property created a hardship that necessitated placement of the new dwelling within the side yard setback. We have filed a notice of appearance and informed the co-defendants that we are pursuing a passive defense and they are responsible for actively defending the grant of the variance. Prior to the trial, the parties in interest negotiated an Order of Remand which the Court endorsed. The Order of Remand requires the Board to make additional detailed findings on the granted variance and to consider whether additional relief is required and whether the subject lot has merged with the defendants' abutting property. The remand hearing was opened September 3, 2015 and continued to October 1, 2015. We are awaiting the Board's decision upon remand and advising the Court on those proceedings.

14. Debeaucourt v. Chelmsford Zoning Board of Appeals
Middlesex Superior Court, C.A. No. 2014-CV3569-L2
(05600-0296-MBB)

This is an appeal by an abutter of the Zoning Board of Appeals' March 20, 2014 decision granting a special permit to the applicants/co-defendants, David and Cathleen Ruggiero, for the construction of an in-law apartment at the property located at 10 Third Street. At this time, there has been no further activity in this matter.

15. Harvey, III v. Chelmsford Board of Appeals
Land Court, Docket No. 15 MISC 220-KFS
(05600-0325-BJW)

This is an appeal by plaintiff William Harvey pursuant to M.G.L. c.40A, §17, in connection with a decision by the Board of Appeals, dated May 20, 2015, affirming the denial of a building permit by the Building Commissioner for construction of a dwelling at 71 North Road because the application does not conform to the conditions in the prior variance issued by the Board of Appels, which required that the Dutton House be removed from the lot. A Case Management Conference was held on August 4, 2015 after which the Court established a summary judgment schedule. We are currently preparing to file a motion for summary judgment in accordance with the Court's scheduling order.

SEWER RELATED LITIGATION

16. Kelly v. Town of Chelmsford (VI)
Middlesex Superior Court, C.A. No. 2011-00741
(05606-0012-JTB)

This case, which was filed in April 2011, challenges the mandatory sewer connection requirement of Chelmsford General Bylaw Article I, §2.4 which requires all abutters to connect to the sewer system. Plaintiff has refused to do so, and without resorting to administrative remedies, now claims the taking of his land at 26 School Street to build the sewer was illegal and challenges the bylaw requiring him to connect to the sewer. The plaintiff's request for a preliminary injunction was denied and the plaintiff has not proceeded with any further action in this matter. The status of this matter has not changed.

17. Shyjan, et al. v. Town of Chelmsford, et al.
Middlesex Superior Court C.A. No. MICV2011-03862-L
(05606-0019-JTB)

This is a breach of contract claim against the Town in which the plaintiffs allege that the Sewer Commission agreed to connect their fitness club in Westford to the Town sewer if an easement was granted for installation of the line in another part of Town over another parcel of land owned by the plaintiffs. The plaintiff requested that the Town connect his business to the Town sewer; however, he has been unwilling to pay for the connection. This matter went to a jury trial in August, 2014. The jury returned a verdict finding that the Town had agreed to connect Mr. Shyjan's fitness club and because the Town failed

to connect the Club, there was a breach of the agreement. The jury, however, found that the plaintiff was not damaged by the breach. As part of his claim before the Court, plaintiff requested "specific performance," i.e., a court order requiring the Town to connect him. Specific performance is not an issue triable by jury so the Court reserved judgment on that issue.

As a result of the outstanding specific performance issue and a motion for judgment notwithstanding the verdict, the parties attempted to settle the matter whereby the plaintiff would pay the Town to connect. After significant negotiations, it appeared that the parties had reached an agreement. The Town executed the agreement and forwarded it to the plaintiff for his execution. Notwithstanding his apparent original approval of the terms of the settlement, the plaintiff refused to execute the agreement requesting that the Town allow additional flow. The Town Engineer has indicated that he is unable to determine if the additional flow requested is possible without analysis of numerous pumping stations that would handle the flow. The plaintiff refused to pay for the analysis.

As a result, the plaintiff filed his request for specific performance and the Town filed its motion for judgment notwithstanding the verdict. Both motions were opposed by the respective parties. The Court has taken the matter under advisement.

18. Town of Chelmsford v. McDonough
Middlesex Superior Court, C.A. No.1281CV01639
(05606-0026-JDU)

This is a complaint by and through its Board of Health seeking to enforce the Town's By-laws and State Environmental Code (Title 5) which mandates that the defendant connect the property at 29 Gorham Street to the public sewer system. The Town filed a complaint and motion for preliminary injunction. Following a civil contempt action, the defendant complied with the injunction and connected to the sewer. The Court, as part of its Final Judgment, awarded the Town $17,175.00 in fines, $4,086.00 in attorneys' fees and $214.66 in costs. The defendant appealed to the Appeals Court. On April 11, 2014, the Appeals Court issued a decision vacating the judgment of the Superior Court and remanding the matter on the grounds that the judgment was not supported by adequate findings. We are awaiting the scheduling of a new evidentiary hearing in the Superior Court in response to the Appeals Court decision.

CASES RECENTLY CLOSED

1. The Courtyard Condominium v. Lori M. Tomassian (Town of Chelmsford)
Middlesex Superior Court, C.A. No. 1581CV02705
(05600-0326-JDU)

The plaintiff, Courtyard Condominium Association filed a complaint under G.L. c.183A, §6A to foreclose on the condominium owner relative to non-payment of common area fees for Unit E20 at 360 Littleton Road. The Town was named a party-in-interest due to an affordability restriction it holds on the unit. This matter was dismissed

on September 4, 2015 following the plaintiff's failure to comply with a Court order directing the filing of an Agreement for Judgment or dismissal.

2. Town of Chelmsford v. Dennis J. McKennedy, et al.
(05600-0320-TWM)

This was an action to evict the defendant from the property located at 35 Carlisle Street, following entry of a final judgment in Land Court, C.A. No. 14TL148355, as a result of the non-payment of taxes. A notice to quit occupancy of the premises was served. Defendant paid the outstanding tax balance in full. This matter is now closed.

3. Town of Chelmsford v. Joseph D. Arena, et al.
Northeast Housing Court C.A. No. 15H77SP000764
(05600-0319-TWM)

This was an action to evict the defendants from the property located at 39 Dunshire Drive, North Chelmsford following a final judgment in Land Court, C.A. No.14TL148351, as a result of the non-payment of taxes. We obtained a default judgment on March 16, 2015. Prior to service of the Execution, the defendants paid the outstanding balance in full. As a result, this matter is now closed.

4. Town of Chelmsford v. Normandin, et al.
(22 Marshall Street)
Northeast Housing Court, Docket No. 14H77CV000266
(05600-0317-BJW)

By this action filed in November 2014, the Town through its Building Commissioner sought to enforce is zoning bylaw and enjoin violations thereof regarding property at 22 Marshall Street owned by defendants Steven and Susan Normandin who conduct or allow the "site storage and/or repair of used vehicles" in violation of Section 195-5 of the Town Zoning Bylaws. Prior to the hearing before the Housing Court, all parties agreed upon a judgment requiring full compliance and monitoring. This litigation is concluded.

5. Town of Chelmsford and Professional Firefighters of Chelmsford, Local 1839
(DLR/Fire/ULP/Deputy Chief)
(05600-0321-BMM)

This matter arose out of an Unfair Labor Practice filed against Local 1839 by the Town claiming that Union breached its duty to bargain in good faith in connection with a dispute regarding the assignment of the Deputy Fire Chief as a Shift Commander. On July 23, 2015, the Department's investigator dismissed the Town's Charge.

6. Town of Chelmsford v. Vavala d/b/a Traveling Rhino
Lowell District Court, C.A. No. 1311CV653
(05600-0282-TWM)

This was an action brought by the Plaintiff, Town of Chelmsford, by and through its Finance Director (the "Town"), to recover pursuant to its authority under G.L. c.60, §35,

unpaid personal property taxes assessed to the defendant for fiscal years 2006 through 2013 and committed to the Town of Chelmsford Tax Collector for collection. The defendant entered into a payment agreement with the Town, but failed to comply with its terms. As a result, we sent several demand letters to the defendant regarding the outstanding balance on the judgment and obtained an Execution, which was served on the defendant. Defendant paid the outstanding balance, and as a result, this matter is now closed.

7. Harvey v. Town of Chelmsford and the Chelmsford Board of Selectmen
Lowell District Court C.A. No. 1511CV117
(05600-0322-JTB)

This was an action brought by the plaintiff to recover a $5,000 deposit on a bid for the so-called Dutton House. The bid specifications clearly provided that in the event that the winning bidder (plaintiff in this matter) failed to move the Dutton House within the time allowed by the Town, the $5,000 deposit would be forfeited as liquidated damages. Plaintiff failed to move the house within the deadlines, despite being granted an extension.

8. Harvey II v. Chelmsford Planning Board, et al.
Middlesex Superior Court, C.A. No. 2014-MISC-286950-KFS
(05600-0313-PAC/BJW)

This was an appeal filed in October 2014 from the decision of the Planning Board refusing endorsement of an ANR plan for property at 71 North Road. The plaintiff filed an amended complaint alleging bad faith and gross negligence by Town officials. On November 12, 2014, upon consultation with Town Counsel, the Planning Board chose to endorse the ANR and it was signed and recorded on November 13, 2014. Notwithstanding the endorsement of the plan, the plaintiff refused to dismiss his appeal. Accordingly, we filed an Answer on behalf of the Board on November 14, 2014. The Court subsequently on June 6, 2015, entered an order granting the Town's motion to dismiss. The appeal period expired and this matter is concluded.

510445v3/chel/8888

Approved 12/7/2015 HOLD

Released 10/26/16

Board of Selectmen
October 22, 2015
Executive Session

Attending:
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
Paul Cohen, Town Manager
John Giorgio, Kopelman & Paige, Town Council
Jeff Blake, Kopelman & Paige, Town Council

Motion: by Selectman Askenburg for the Board to go into executive session for the purpose of discussing open litigation matters pending with Town Counsel, whereas that the discussion of such matters in a public forum at this time could jeopardize the Town's ability to protect its interests in these matters. Selectman Merrill seconded.

Motion approved.

Executive Session began 6:36 p.m.

Roll Call – Bob Joyce, Laura Merrill, Janet Askenburg

Open Litigation Matters –

1. Avila, et al. v. Town of Chelmsford
   Mr. Blake provided a summary of this matter. The current discovery phase is close to completion. Pre-trial conference will be scheduled after that.

2. Diodati, et al. v. Town of Chelmsford, et al.
   Mr. Blake provided a summary of this matter. The judge assigned to the matter has recently retired, and the case is awaiting reassignment to a different judge. December hearing is scheduled.

3. Donald Ranagan v. Chelmsford Board of Selectmen
   Mr. Blake provided a summary of this matter. Clerk Magistrate hearing is scheduled for November 16, 2015.

4. Jessica Sheridan v. Town of Chelmsford
   Mr. Blake provided a summary of the matter. Court upheld the Board of Selectmen's decision. Town Counsel is prepared to bring contempt action if she fails to comply with the judge's order.

5. Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
   Mr. Blake provided a summary of this matter. The Execution of the Court award has been forwarded to the Sherriff's office. There has been no further action on the matter.

6. Van Liew v. Eliopoulos v. Hands-On-Technology Transfer Inc., Philip Eliopoulos v. Hands-On Technology Transfer, Inc.
   Mr. Blake provided a summary of Town Council's current activities in this matter. An appeal was filed in August by Van Liew in response to March judgment in favor of Eliopoulos for $2.9M plus interest.

7. Van Liew v. Roy W. Earley
   Mr. Blake provided a summary of Town Council's current activities in this matter. Discovery period is closed and trial is scheduled for April 2016.

8. Fire/Manley Grievance/Bid
   Mr. Blake provided a summary of this matter, which remains open and pending.

9. Local 1839, IAFF and Town of Chelmsford, Fire/Arbitration/Deputy Chief/Captain
   Mr. Blake provided a summary of these matters, which remain open and pending.

10. NEPBA, Local 20 and Town of Chelmsford JLM-14-3694
    Mr. Blake provided a summary of these matters, which remain open and pending.

11. Lodge 110/JLMC FOP and Town of Chelmsford
    Mr. Blake provided a summary of these matters, which remain open and pending.

12. Altid Enterprises, LLC v. Chelmsford Conservation Commission
    Mr. Blake provided a summary of this matter, which remains open and pending.

13. Burdo v Chelmsford Zoning Board of Appeals
    Mr. Blake provided a summary of this matter. Town Counsel assisted the Board with a Judge ordered re-write of their original decision.

14. Debeaucourt v Chelmsford Zoning Board of Appeals
    Mr. Blake provided a summary of this matter, and explained the town is pursuing a passive defense in it at this time.

15. Harvey III v. Chelmsford Board of Appeals
    Mr. Blake provided a summary of this matter and pending the Court established summary judgement schedule.

16. Kelly v. Town of Chelmsford (VI)
    Mr. Blake provided a summary of this matter, which remains open and pending.

17. Shyjan, et al. v. Town of Chelmssford, et al.
    Mr. Blake provided a summary of this matter, which remains open and pending.

18. Town of Chelmssford v. McDonough
    Mr. Blake provided a summary of this matter, which remains open and pending.

Approved 12/7/2015 HOLD

Cases Recently Closed –

1. Harvey v. Town of Chelmsford and the Chelmsford Board of Selectmen
   Selectman Askenburg noted the "Town Of Chelmsford Litigation Status Report – Matter Pending With Town Counsel" document should be amended to reflect that Mr. Harvey accepted the Town's offer of $3250.

Roll Call – Janet Askenburg, Laura Merrill, Bob Joyce

Adjourn Executive Session 7:30 p.m.

REVISED 11:30

BOARD OF SELECTMEN MEETING AGENDA
November 2, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. 7:00 P.M. **CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

- Regina Jackson: Veterans Day, November 11, 11:00 AM at the Veterans Memorial Park
- Fran McDougal & Kathy O'Brien: Recognition of Farmers Market Volunteers

Mitchell Smith, Jimmy Connelly, Rob McPherson, Chris Lewis, Mitchell McCabe, Tyler Kenney, Thomas Doherty, Davis Laich, Katherine Thomas, Blake Alber, Thomas Marshall, Ryan Johnson, Joseph Connell, Sam Gauvain

Documents: **PROCLAMATION–VETERANS_DAY.PDF**

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3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

- Special License to Sell Wine at an Agricultural Events: 11/7/2015 – 2/27/16 Chelmsford Agway Winter Farmers Market 24 Maple Rd.
- One Day Beer and Wine: 11/23/2015 – 11/27/2015, Event 11/25/2015 Center Brickhouse Pizza, 1 Central Square
- One Day Beer and Wine: 11/7/15, Benefit Concert CCA, 1A North Rd
- One Day Beer and Wine: 11/15/15 Jazz Concert CCA, 1A North Rd.
- One Day Beer and Wine: 12/5/15 Holiday Concert CCA, 1A North Rd.
- One Day Beer and Wine: 12/5/2015 Conference St. Vartanantz 180 Old Westford Rd.
- Roadside Vendor: Almo's Flower & Garden Center, 11/27/2015-12/23/2015, 55 Graniteville Rd.
- Roadside Vendor: Benton Burgess, 11/24/2015 – 12/23/2015 110 Baseball Fields
- Roadside Vendor: Richard Papenfuss, 11/28/2015 – 12/23/2015 Central Congregational Church 1 Worthen St.
- Roadside Vendor: Paul Taylor, 11/28/2015 – 12/13/2015 Chelmsford Elks Lodge 300 Littleton Rd.

Documents: **SPECIAL LICENSE TO SELL WINE AARONAP .PDF, 1 DAY BRICKHOUSE 11 25 15.PDF, 1 DAY CCA 11 7 15.PDF, 1 DAY CCA 11 15 15.PDF, 1 DAY CCA 12 5 15.PDF, 1 DAY ST. VARTANANTZ.PDF, ROADSIDE VENDOR ALMOS FLOWER AND GARDEN.PDF, ROADSIDE VENDOR BRENTON BURGESS.PDF, ROADSIDE VENDOR CENTRAL CONGREGATIONAL .PDF, ROADSIDE VENDOR PAUL TAYLOR.PDF**

6. **PUBLIC HEARINGS**

- National Grid: Underground Conduit Petition, Poplar Lane

Documents: **NGRID PETITION-POPLAR LANE.PDF**

REVISED 11/2/15

7. **REPORTS & PRESENTATIONS**

- John Edward, Housing Advisory Board: Update on Planned Production Plan
- Evan Belansky, MHC Historic Property Survey Contract Award

Documents: **BOS-PRESENTATIONONHPPUPDATE.PDF, PUBLICINPUTRESPONSE.PDF**

RECEIVED 2015 NOV -2 AM 11:58 TOWN CLERK

8. **TOWN MANAGER REPORTS**

- OPEB Actuarial Valuation Report
- Town's Pension Valuation Report

Documents: **OPEB PRESENTATION TO BOARD OF SELECTMEN OCTOBER 2015.PDF, TOWN OF CHELMSFORD GASB_OPEB AS OF DECEMBER 31, 2014.PDF, PENSION PRESENTATION TO BOARD OF SELECTMEN OCTOBER 2015.PDF, FINAL MIDDLESEX COUNTY RETIREMENT SYSTEM - GASB 67 AND 68 ACCOUNTING VALUATION REPORT AS OF DECEMBER 31 2.PDF**

9. **TOWN MANAGER BID AWARDS**

- Lease of the Swain Rd Landfill Site for Development of Solar PV

Documents: **SWAIN RD LANDFILL PROPOSERS LIST.PDF, NOTIFICATION TO VENDOR.PDF**

10. **APPOINTMENTS**

- 101 Mill Road Committee: Sara Pereira, unexpired 1 year term ending 6/30/2016
- Council On Aging: Martha Sperry, unexpired 1 year term ending 12/31/2015
- Cultural Council: Sue Jefferson, 3 year term ending 6/30/2018
- Energy Conservation Commission: Joseph Dussault, unexpired 3 year term ending 6/30/2017
- Holiday Decorating Committee: Danielle & Ryan Burns, John Floria 1 year terms ending 12/31/2016
- North Village Implementation & Advisory Committee: Janet Murphy, unexpired 1 year term ending 6/30/2016

Documents: **COMMITTEE APPLICATION-101 MILL RD-PEREIRA.PDF, COMMITTEE APPLICATION-COA-SPERRY.PDF, COMMITTEE APPLICATION-CULTURAL COUNCIL-JEFFERSON.PDF, COMMITTEE APPLICATION-ECC-DUSSAULT.PDF, COMMITTEE APPLICATION-HOLIDAY DECORATING-BURNS.PDF, COMMITTEE APPLICATION-HOLIDAY DECORATING-FLORIA.PDF, COMMITTEE APPLICATION-NVIAC-MURPHY.PDF**

11. **MEETING MINUTES**

- Regular Meeting Minutes: September 14, 2015

Documents: **9-14-15 BOS MINUTES.PDF**

12. **SELECTMEN LIAISON REPORTS & REFERRALS**

13. **PRESS QUESTIONS**

NEXT REGULAR MEETING DATE: November 16, 2015

BOARD OF SELECTMEN MEETING AGENDA
November 2, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2015 OCT 29 PM 1:29
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Deb Siriani: Recognition of Council on Aging Companion Respite Care Program, National Family Caregiver Month Recognition Event at the State House

     Betty Chaput
     Colleen Normandy

   - Fran McDougall & Kathy O'Brien: Recognition of Farmers Market Volunteers

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - Special License to Sell Wine at an Agricultural Events: 11/7/2015 – 2/27/16 Chelmsford Agway Winter Farmers Market 24 Maple Rd.
   - One Day Beer and Wine: 11/23/2015 – 11/27/2015, Event 11/25/2015 Center Brickhouse Pizza, 1 Central Square
   - One Day Beer and Wine: 11/7/15, Benefit Concert CCA, 1A North Rd
   - One Day Beer and Wine: 11/15/15 Jazz Concert CCA, 1A North Rd.
   - One Day Beer and Wine: 12/5/15 Holiday Concert CCA, 1A North Rd.
   - One Day Beer and Wine: 12/5/2015 Conference St. Vartanantz 180 Old Westford Rd.
   - Roadside Vendor: Almo's Flower & Garden Center, 11/27/2015-12/23/2015, 55 Graniteville Rd.
   - Roadside Vendor: Benton Burgess, 11/24/2015 – 12/23/2015 110 Baseball Fields
   - Roadside Vendor: Richard Papenfuss, 11/28/2015 – 12/23/2015 Central Congregational Church 1 Worthen St.
   - Roadside Vendor: Paul Taylor, 11/28/2015 – 12/13/2015 Chelmsford Elks Lodge 300 Littleton Rd.

   Documents: **SPECIAL LICENSE TO SELL WINE AARONAP .PDF, 1 DAY BRICKHOUSE 11 25 15.PDF, 1 DAY CCA 11 7 15.PDF, 1 DAY CCA 11 15 15.PDF, 1 DAY CCA 12 5 15.PDF, 1 DAY ST. VARTANANTZ.PDF, ROADSIDE VENDOR ALMOS FLOWER AND GARDEN.PDF, ROADSIDE VENDOR BRENTON BURGESS.PDF, ROADSIDE VENDOR CENTRAL CONGREGATIONAL .PDF, ROADSIDE VENDOR PAUL TAYLOR.PDF**

6. **PUBLIC HEARINGS**

   - National Grid: Underground Conduit Petition, Poplar Lane

Documents: **NGRID PETITION-POPLAR LANE.PDF**

7. **REPORTS & PRESENTATIONS**

- John Edward, Housing Advisory Board: Update on Planned Production Plan
- Evan Belansky, MHC Historic Property Survey Contract Award

Documents: **BOS-PRESENTATIONONHPPUPDATE.PDF, PUBLICINPUTRESPONSE.PDF**

RECEIVED
2015 OCT 29 PM 1:29
TOWN CLERK

8. **TOWN MANAGER REPORTS**

- OPEB Actuarial Valuation Report
- Town's Pension Valuation Report

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9. **TOWN MANAGER BID AWARDS**

- Lease of the Swain Rd Landfill Site for Development of Solar PV

Documents: **SWAIN RD LANDFILL PROPOSERS LIST.PDF, NOTIFICATION TO VENDOR.PDF**

10. **APPOINTMENTS**

- 101 Mill Road Committee: Sara Pereira, unexpired 1 year term ending 6/30/2016
- Council On Aging: Martha Sperry, unexpired 1 year term ending 12/31/2015
- Cultural Council: Sue Jefferson, 3 year term ending 6/30/2018
- Energy Conservation Commission: Joseph Dussault, unexpired 3 year term ending 6/30/2017
- Holiday Decorating Committee: Danielle & Ryan Burns, John Floria 1 year terms ending 12/31/2016
- North Village Implementation & Advisory Committee: Janet Murphy, unexpired 1 year term ending 6/30/2016

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11. **MEETING MINUTES**

- Regular Meeting Minutes: September 14, 2015

Documents: **9-14-15 BOS MINUTES.PDF**

12. **SELECTMEN LIAISON REPORTS & REFERRALS**

13. **PRESS QUESTIONS**

NEXT REGULAR MEETING DATE: November 16, 2015

Approved 1/25/2016

RECEIVED
2016 JAN 27 PM 3:05
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
November 2, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements
Regina Jackson: Veterans Day, November 11, 11:00AM at the Veterans Memorial.
Ms. Jackson listed the schedule of events for this ceremony. Everyone is welcome to attend.

A Proclamation was read by Selectman Joyce, and accepted by Ms. Jackson.

Fran McDougal & Kathy O'Brien: Recognition of Farmers Market Volunteers.
Mitchell smith, Jimmy Connelly, Rob McPherson, Chris Lewis, Mitchell McCabe, Tyler Kenney, Thomas Doherty, Davis Laich, Katherine Thomas, Blake Alber, Thomas Marshall, Ryan Johnson, Joseph Connell, Sam Gauvain
All recipients were announced, and those that were present accepted their certificates. Others that contributed their efforts to this past season were thanked.

Open Session
Nick DiSilvio, 4 Coach Rd. requested the Town Manager to look into ensuring proper maintenance is being done at the turf field at McCarthy Middle School. Kathy Canavan, facilities director advised that this field is groomed every two weeks, and she would follow up with Mr. DiSilvio.

Committee Vacancies
Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
Special License to sell Wine at Agricultural Events: 11/7/15-2/27/16, Chelmsford Agway Winter Farmers Market, 24 Maple Rd.

One Day Beer & Wine Licenses: 11/23/15-11/27/15, Event 11/25/15 Center Brickhouse Pizza, 1 Central Square
One Day Beer & Wine: 11/7/15, Benefit Concert, CCA 1A North Rd.
One Day Beer & Wine: 11/15/15 Jazz Concert, CCA 1A North Rd.

One Day Beer & Wine: 12/5/15, Holiday Concert, CCA 1A North Rd.
One Day Beer & Wine: 12/5/15, Conference, St. Vartanantz, 180 Old Westford Rd.
Roadside Vendor: Almo's Flower & Garden Center, 11/27/15-12/23/15, 55 Graniteville Rd.
Roadside Vendor: Benton Burgess, 11/24/15-12/23/15 110 Baseball Fields
Roadside Vendor: Richard Papenfuss, 11/28/15-12/23/15 Central Congregational Church, 1 Worthen St.
Roadside Vendor: Paul Taylor, 11/28/15-12/13/15 Chelmsford elks Lodge, 300 Littleton Rd.

The applicants for the Beer & Wine Licenses were not present at this time. There have been no issues with previous applications. The applicants for the Roadside Vendors Licenses each came forward to promote their programs.

Motion: by Selectman Joyce to approve a Special License to sell Wine at Agricultural Events for Chelmsford Agway Winter Farmers Market, 24 Maple Rd. from November 7, 2015 to February 27, 2016; and for One Day Beer and Wine Licenses for Brickhouse Pizza Inc., One Central Square on November 25, 2015 for the hours of 9:30PM to 1:30AM, contingent upon meeting all recommendations from Police and Fire Departments per attached letters to the application; and to the Chelmsford Center of the Arts to be exercised on the premises at 1A North Rd. on the following dates: November 7, 2015 for the hours of 6:30PM-9:00PM, for November 15 2015 for the hours of 1:30PM-3:00PM, and for December 5, 2015 for the hours of 12:30PM-9:30PM; and to St. Vartanantz Armenian Church at 180 Old Westford Rd. for December 5, 2015 for the hours of 6:00PM-10:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the following Roadside Vendor licenses:
Almo's Flower Garden Center Inc. 55 Graniteville Rd from November 27, 2015 to December 23, 2015 for the hours of 8:00AM-9:00PM;
Benton Burgess at 128 Chelmsford St., Chelmsford Little League fields, from November 24, 2015-December 23, 2015 for the hours of 9:00AM-8:00PM;
Richard Papenfuss at Central Congregational Church at 1 Worthen St. from November 28, 2015-December 23, 2015 for the hours of 10:00AM-8:00PM;
Paul Taylor, Boy Scout Troop 75 at Chelmsford Elks Lodge, 300 Littleton Rd. from November 28, 2015 to December 13, 2015 for the hours of 10:00AM-5:00PM.
Seconded by Selectman Merrill. **Motion carries, unanimous.**

Public Hearings

National Grid: Underground Conduit Petition, Poplar Lane

Dave Aguiar spoke on behalf of National Grid to describe the work being done. The Board had no further questions, and no comments were received from the audience.

Motion: by Selectman Joyce to close the Public Hearing for National Grid's Underground Conduit Petition for Poplar Lane. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve National Grid's Underground Conduit Petition for Poplar Lane. to replace direct buried cable from riser pole 29 on Princeton St. to pad 1-2 on Poplar Lane with cable in PVC conduit. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports & Presentations

John Edward, Housing Advisory Board: Update on Planned Production Plan

Mr. Edwards requested direction from the Board on how to proceed with implementation of the updated Affordable Housing Plan. The current Plan expires in 2017, Safe Harbor expired due to inability of developers to start construction on several proposed development plans, and several site locations were deleted, while others were added. Projects at 311 Littleton Rd. and McKennedy Farm on Riverneck Rd. are not included in the Affordable Housing Inventory. The Board had no specific recommendations or changes to the proposed updates.

> **Motion:** by Selectman Joyce to authorize the Affordable Housing Committee to continue their process of updating the Affordable Housing Production Plan, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Evan Belansky, MHC Historic Property Survey Contract Award
Mr. Belansky explained that three proposals were received for this contract. One was withdrawn, one was insufficient, and the third was approved as a qualified proposal. Mass. Historic Commission is providing $9,000.00 of funding, and Community Preservation Act Funding is providing $18,000.00.

> **Motion:** by Selectman Joyce to approve the Contract Bid Award for the MHC Historic Property Survey Contract to Grey & Pope, Inc. in an amount not to exceed $27,000.00, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Town Manager Reports
OPEB Actuarial Valuation Report
Mr. Cohen noted that statewide, this liability is larger than the entire state's budget. Chelmsford's current OPEB liability is at $93 million. The Town has been putting money aside on an annual basis since 2012, but it is not enough. The debt will compound over time and will keep increasing. Some communities have approved overrides to fund their debt, others are contributing partial amounts. The State has not acted on any legislation proposed to curtail this debt. Selectman Joyce has attended some legislators' meeting regarding this liability, and he has not been satisfied with their responses.

Town's Pension Valuation Report
Mr. Cohen reported that this liability is also growing, and currently is valued at $88,099,460.00 as of December, 2014. Reasons for growth include having more people in the system, and they are living longer.

Town Manager Bid Awards
Lease of the Swain Rd. Landfill Site for Development of Solar PV
Kathy Canavan, Facilities director, reported that 3 bids were received for this project, which will be a 20-year lease.

> **Motion:** by Selectman Joyce to approve the Town Manager's Bid Award for the Lease of the Swain Rd. Landfill Site for Development of a Solar Photovoltaic facility to Blue Wave Capital & Solar City with proposed annual Lease Revenue of $35,000/MW DC. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Appointments
101 Mill Rd. Committee: Sara Pereira, unexpired 1 year term ending 6/30/16
Council on Aging: Martha Sperry, unexpired 1 year term ending 12/31/15
Cultural Council: Sue Jefferson, 3 year term ending 6/30/18
Energy Conservation Commission: Joseph Dussault, unexpired 3 year term ending 6/30/17

Holiday Decorating Committee: Danielle & Ryan Burns, John Floria, 1 year terms ending 12/31/16
North Village Implementation & Advisory Committee: Janet Murphy, unexpired 1 year term ending 6/30/16

Motion: by Selectman Joyce to approve the town Manager's Appointments as follows: 101 Mill Rd. Committee: Sara Pereira, unexpired 1 year term ending 6/30/16; Council on Aging: Martha Sperry, unexpired 1 year term ending 12/31/15; Cultural Council: Sue Jefferson, 3 year term ending 6/30/18; Energy Conservation Commission: Joseph Dussault, unexpired 3 year term ending 6/30/17; Holiday Decorating Committee: Danielle & Ryan Burns, John Floria, 1 year terms ending 12/31/16; North Village Implementation & Advisory Committee: Janet Murphy, unexpired 1 year term ending 6/30/16. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Meeting Minutes
Regular Meeting Minutes September 14, 2015

> **Motion:** by Selectman Joyce to approve the Regular Meeting Minutes of September 14, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals
Selectman Joyce:
-Mr. Cohen was thanked for his efforts in getting the lights on Algonquin Rd. repaired, and for addressing the gas issue in another neighborhood.
-Mr. Cohen was asked to inquire about the Town taking over the maintenance for the 2 lights at Santander Bank which have continuous issues.

Selectman Askenburg:
-Mr. Cohen was thanked for his input at the recent Chelmsford Republican Town Committee meeting.

Selectman Dixon:
No Referrals.

Selectman Merrill:
No referrals.

Chairman Hanson:
-Office hours will be held again on Thursdays at Panera Bread from 5:00-6:00PM.

Press Questions
No one came forward at this time.

Next Regular Meeting: November 16, 2015.

> **Motion:** by Selectman Joyce to adjourn this meeting at 8:50PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Proclamation for Veterans Day
-List of Committee Vacancies
-One Day License Applications
-Roadside Vendor applications
-Underground Conduit Petition
-Housing Advisory Board Presentation
-OPEB Presentation
-Pension Liability Report Presentation
-Supporting documents for Bid Awards
-Committee Applications
-Draft Minutes

BOARD OF SELECTMEN MEETING AGENDA
November 16, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2015 NOV 12 PM 3:52

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

   - Moment of Silence in Honor of William Spence

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Deb Siriani: Recognition of Council on Aging Companion Respite Care Program, National Family Caregiver Month Recognition Event at State House. Betty Chaput & Colleen Normandy
   - Tricia Dzuris: Holiday Prelude and Tree Lighting Event, 12/6 from 4 - 6 PM
   - Vivian Merrill: Rabies & Microchip Clinic, 12/12 from 10 AM - 12 PM

   Documents: **HOLIDAY PRELUDE FLYER.PDF, RABIES_CLINIC.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - One Day Beer and Wine License Application: 11/20/ 15 Gallery Opening CCA, 1 A North Rd.
   - One Day Beer and Wine License Application: 12/4/ 15 Gallery Opening CCA, 1 A North Rd.
   - All Alcohol Restaurant Extension of Hours Request: 11/25/15, 12/24/15, 12/25/15 and 12/31/16 Hong & Kong Restaurant 32 Alpine Lane

   Documents: **1 DAY BEER AND WINE CCA 11 20 15.PDF, 1 DAY BEER AND WINE CCA 12 4 15.PDF, INCREASE IN HOURS REQUEST HONG KONG.PDF**

6. **PUBLIC HEARINGS**

   - All Alcohol Restaurant, Change of Manager Application: Take Two One Ten Grill, LLC d/b/a 110 Grill 116 Chelmsford St.
   - Frank Reen: Tax Classification Hearing

   Documents: **CHANGE OF MANAGER 110 GRILL.PDF, TAX CLASSIFICATION NOTICE.PDF, ASSESSORSTC PRESENTATION 2016.PDF**

7. **REPORTS & PRESENTATIONS**

   - Powers & Sullivan FY15 Audit Report

- Darlene Lussier: FY 16 Budget Update
- Kathleen Canavan: Energy Aggregation

Documents: **CHELMSFORD FY2015 MANAGEMENT LETTER.PDF, CHELMSFORD FY2015 FINANCIAL STATEMENTS.PDF, CHELMSFORD FY2015 SEFA.PDF, FY16 YTD BUDGET REPORT OCTOBER 31.PDF, FY16 YTD REV OCT 2015.PDF**

8. **TOWN MANAGER REPORTS**

- North Town Hall National Register of Historic Places

Documents: **NORTH TOWN HALL - NATIONAL REGISTER OF HISTORIC PLACES.PDF**

9. **TOWN MANAGER BID AWARDS**

- High School Bathroom Rennovations

Documents: **CHELMSFORD HS - LETTER OF RECOMMENDATION.PDF**

10. **APPOINTMENTS**

- Community Preservation Committee: Sandi Martinez, unexpired 3 year term ending 6/30/2017
- 101 Mill Road Committee:extend term to 6/30/2016
  Curtis Barton, Louise Cryts, Hugh Evans, William Griffin, Brian Latina, Jennifer McGinn, Sara Pereira
- Holiday Decorating Committee: reappoint 12/31/2016
  Patricia Dzuris, Erik Merrill, Vivian Merrill, Sarah Romano, Gary Samarjian, Sharon Smith, Colleen Stansfield

Documents: **COMMITTEE_APPLICATION-CPC-MARTINEZ.PDF**

11. **MEETING MINUTES**

- Tri-Board Meeting: September 21, 2015

Documents: **9-21-15 TRI-BOARD MINUTES.PDF**

12. **SELECTMEN LIAISON REPORTS & REFERRALS**

13. **PRESS QUESTIONS**

NEXT REGULAR MEETING DATE: December 7, 2015

RECEIVED
2015 NOV 12 PM 3:52

Approved 1/25/2016

RECEIVED
2016 JAN 27 PM 3:05
TOWN OF CHELMSFORD
DONNA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
November 16, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Not Present:
Janet Askenburg, Selectman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Chairman Hanson called the meeting to order at 7:00 PM. Brenda Lewis of the Lowell Sun indicated she was also recording the meeting.

A Moment of Silence was held in memory of William Spence

Public Service Announcements
Deb Siriani: Recognition of Council on Aging Companion Respite Care Program, National Family Caregiver Month Recognition Event at State House, Betty Chaput & Colleen Normandy
Ms. Siriani could not be present for this announcement, which was instead read by Chairman Hanson.

Tricia Dzuris: Holiday Prelude & Tree Lighting Event, December 6, 2015, 4:00-6:00PM
Ms. Dzuris summarized event activities. Everyone is welcome to this celebration.

Vivian Merrill: Rabies and Microchip Clinic, December 12, 2015 from 10:00AM-12 noon
This will take place at the Dog Pound at 2 Olde North Rd. Rabies Vaccinations and Microchips are available to anyone from anywhere, 2016 Dog Licenses are open to Chelmsford Residents only.

Open Session
Stephanie Field, Richardson Rd. asked if flashing crosswalk signs could be installed at a crosswalk used by students going to the High School and Parker Middle School, as the site lines are bad due to the curve in the road. Mr. Cohen agreed to ask the Police Department to look into this.

Committee Vacancies
Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Mr. Cohen announced that applications for Head Constable are now being accepted.

Licenses
One Day Beer & Wine Licenses: 11/20/15 and 12/4/15, Gallery Openings, CCA 1A North Rd.

All Alcohol Restaurant Extension of Hours Request: 11/25/15, 12/24/15, 12/25/15, and 12/31/15; Hong and Kong Restaurant, 32 Alpine Lane

The applicants for all the Licenses were not present at this time. There have been no issues with previous applications.

Motion: by Selectman Joyce to approve One Day Beer and Wine Licenses to the Chelmsford Center of the Arts to be exercised on the premises at 1A North Rd. on the following dates: November 20, 2015 for the hours of 5:00PM-9:00PM, for December 4, 2015 for the hours of 5:00PM-9:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve an extension of hours to a 2:00AM closing for Hong and Kong Restaurant for the following dates: November 25, 2015, December 24, 25, and 31, 2015 to be exercised on the premises at 32 Alpine Lane. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Public Hearings

All Alcohol Restaurant, Change of Manager Application: Take Two One Ten Grill, LLC d/b/a 110 Grill, 116 Chelmsford St.

Kevin Eriksen explained that Dawn Fisher is the New Manager of this establishment. The Board had no further questions; all forms are in order.

Motion: by Selectman Joyce to approve a Change of Manager for Take Two One Ten Grill LLC d/b/a 110 Grill from Ryan Dion to Dawn Fisher to be exercised on the premises at 116 Chelmsford St., as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Frank Reen: Annual Tax Classification Hearing

Sam Chase, Board of Assessors Chairman, explained the purpose of this Annual Hearing is to determine whether to have a single or split tax rate for business and residential tax payers. State law requires the Board of Selectmen to make this decision. The Board of Assessors holds no opinion on the decision.

Frank Reen provided data on comparative towns to show how State aid can impact a community's tax rate. Explanations for evaluation requirements, exemptions, abatements, compliance, sales samples, impacts of split tax rates, community comparisons, and a 15 year listing of average tax bills were also provided. The tax rate will decrease, however valuations have increased, so average tax bills will be higher than last year. It is anticipated that the average tax bill will increase $210.00 this year because of some Free Cash being applied to the Town's tax levy. The increase would have been $235.00 without this application.

No comments were received from the audience.

Selectman Joyce asked if the Hearing should be continued until Selectman Askenburg could be present. Chairman Hanson advised that Selectman Askenburg had no issues with the presentation when it was provided for her. The two-week waiting period will be waived so that tax bills can be sent to residents on time.

Motion: by Selectman Joyce to Close the Annual Tax Classification Hearing. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to retain a uniform tax rate for FY2016 and to continue exemptions and abatements as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports & Presentations

Powers & Sullivan: FY15 Annual Audit Report

Mr. Sullivan explained the process done for the audit, and felt the Town is doing well. The Town is trying to address its liabilities, and refunding certain debts is a great strategy. The Management letter had 8 comments, of which 5 are already resolved. Student Activity Accounts and Sewer Receivables still need reconciling. Pension and OPEB liabilities will be included in the Town's balance sheet, as is required by law. The Town is financially strong.

Darlene Lussier: FY16 Budget Update

Data through October 31, 2015 was provided to the Board. Revenues are strong, Expenses are where they should be, at 34% expended. She sees no concerns at this time. Her department is monitoring SREC's in order to begin establishing a baseline.

Kathleen Canavan: Energy Aggregation

A new energy manager will be hired to replace Ms. Mishail who has moved to California. Five bids were received in response to the request for proposals for this program, which will provide lower energy supply rates for residential users. Residents should analyze their situation to see if this will work for them, and they may choose to opt out if desired.

Town Manager Reports

North Town Hall National Register of Historic Places

Mr. Cohen reported that North Town Hall is now on the Register of Historic Places as of October 31, 2015.

Town Manager Bid Awards

High School Bathroom Renovations

Six bids were received; work is anticipated to begin in December, 2015. Alternate 1 was for work to the shower facilities in the coaches area. Alternates 2 & 3 were not accepted due to lack of available funding.

Motion: by Selectman Joyce to approve the Town Manager's Bid Award for the High School Bathroom Renovations to Builders systems, Inc. in a base bid amount not to exceed $672,254.00, and the bid Alternate #1 not to exceed $27,296.00. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Appointments

Community Preservation Committee: Sandi Martinez, unexpired three year term ending 6/30/17
101 Mill Rd. Committee: Extend term to June 30, 2016: Curtis Barton, Louise Cryts, Hugh Evans, William Griffin, Brian Latina, Sara Pereira
Holiday Decorating Committee: Re-appoint for a term ending December 31, 2016: Patricia Dzuris, Erik Merrill, Vivian Merrill, Sarah Romano, Gary Samarjian, Sharon Smith, Colleen Stansfield

Motion: by Selectman Joyce to approve the Town Manager's Appointments as follows: Community Preservation Committee: Sandi Martinez, unexpired three year term ending 6/30/17, 101 Mill Rd. Committee: Extend term to June 30, 2016: Curtis Barton, Louise Cryts, Hugh Evans, William Griffin, Brian Latina, Sara Pereira, Holiday Decorating Committee: Re-appoint for a term ending December 31, 2016: Patricia Dzuris, Erik Merrill, Vivian Merrill, Sarah Romano, Gary Samarjian, Sharon Smith, Colleen Stansfield

Seconded by Selectman Merrill. **Motion carries, unanimous.**

Meeting Minutes
Tri-Board Meeting Minutes September 21, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of September 21, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:
-Condolences were given to the Spence Family.
-Mr. Cohen was asked to see when the next Blue Mass is being held, as invitations are no longer being sent to Town Officials, and he would like to attend.
-The Veterans Day Ceremony was very nicely done.

Selectman Askenburg:
-Mr. Cohen was thanked for his input at the recent Chelmsford Republican Town Committee meeting.

Selectman Joyce:
No Referrals.

Selectman Merrill:
-Mr. Cohen was asked to look into why past Town Meeting Votes can no longer be accessed on the town web site.

Chairman Hanson:
-Office hours will be held again on Thursdays at Panera Bread from 5:00-6:00PM.
-Residents were thanked for their past support while he served on the Board. He will not be running for re-election in 2016 due to new personal & professional obligations.

Press Questions
No one came forward at this time.

Next Regular Meeting: December 7, 2015.

Motion: by Selectman Joyce to adjourn this meeting at 8:44PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Holiday Prelude 2015 Flyer
-Rabies & Microchip Clinic Flyer
-List of Committee Vacancies
-One Day License Applications
-All Alcohol Extension of hours Request notification

-Change of Manager License Application
-Annual Tax Classification Hearing Presentation
-Energy Aggregation Pricing Documentation
-Announcement Letter of November 6, 2015 regarding National Register of Historic Places
-Supporting documents for Bid Award
-Committee Applications
-Draft Minutes

BOARD OF SELECTMEN MEETING AGENDA
December 7, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Kathy Simmons: CWOT Muffins with Santa, First Parish Church, 12/12 from 9-12
   - Deadline for Citizen Petition Warrant Articles for 2016 Spring Annual Town Meeting: 1/4 by 4 PM
   - Chelmsford Choice Program Opt Out Letter Dropping on 12/16

   Documents: **MUFFINS W SANTA FLYER 2015.PDF, CITIZEN PETITION DEADLINE.PDF, CHELMSFORD-OPTOUT-LTR_V2.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **7:00 P.M. PUBLIC HEARINGS**

   - Pole Petition: Billerica Road

   Documents: **POLE PETITION-BILLERICA RD.PDF**

6. **LICENSES**

   - One Day Beer & Wine License: St. Vartanantz, 180 Old Westford Rd., 12/12
   - One Day Beer & Wine License: CCC, 31 Princeton St. 12/18
   - One Day Beer & Wine License: St. John the Evangelist Parish, 115 Middlesex St., 12/27
   - Annual License Renewals

   Documents: **1 DAY ST VARTANANTZ.PDF, 1 DAY NORTH TOWN HALL.PDF, 1 DAY ST JOHN.PDF, 2016RENEWALSMOTION.PDF**

7. **REPORTS & PRESENTATIONS**

   -
   - Bill Askenburg: Pollinator Park Sign Donation
   - Marc Grant: Resolution in Support of Fixing Natural Gas Leaks
   - Evan Belansky: DLTA and Community Compact Applications

   Documents: **GAS LEAKS LETTER 12-2-15.PDF, DLTA IX CHELMSFORD - RT. 110 CORRIDOR STUDY.PDF, DRAFT PROPOSAL - CENTER VILLAGE - PREPARING FOR SUCCESS - HOUSING AND ECONOMIC DEVELOPMENT.PDF, DLTA IX CHELMSFORD - CENTER VILLAGE MASSWORKS PROPERTY - PROJECT SURVEY.PDF**

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TOWN OF CHELMSFORD
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8. **TOWN MANAGER REPORTS**

   - Status Report: Board of Selectmen/Town Manager Goals
   - Sunny Meadow Farms Conservation Restriction
   - Recycling Grant Award
   - Middlesex 3 Regional Transportation Community Compact

   Documents: **GOALS STATUS REPORT.PDF, KP-536229-V2-CHEL__SUNNYMEADOW_FARM_CR_(FINAL).PDF, SCHOOL RECYCLING GRANT.PDF, MIDDLESEX3REGIONALTRANSPORTATIONCOMMUNITYCOMPACT.PDF**

9. **VOTE TO APPROVE AMENDED HOME RULE PETITION: TOWN HALLS LIQUOR LICENSES**

   Documents: **ADDED LANGUAGE TO THE HOME RULE PETITION.PDF**

10. **APPROVAL OF THE CONSERVATION COMMISSION'S ACCEPTANCE OF THE DUTTON LAND - DONATION OF 2.12-ACRE PARCEL OF LAND**

    Documents: **DUTTON LAND DONATION.PDF, DUTTON LAND MAP.PDF, KP-535027-V2-CHEL__TRUSTEES__CERTIFICATE_(DUTTON_LAND_DONATION).PDF, KP-534908-V2-CHEL__DEED_TO_TOWN_(DUTTON_LAND_DONATION).PDF, KP-534941-V2-CHEL__ACCEPTANCE_(DUTTON_LAND_DONATION).PDF**

11. **SCHEDULE PUBLIC INPUT SESSION**

12. **APPOINTMENTS**

    - Interim Constable
    - Center Village Master Plan Implementation Committee - term ending 6/30/2017

    Peggy Dunn, John Handley, James M. Lane, Jr., Ann B. McGuigan, Brian Milisci, Jonathan Moore

    Documents: **CONSTABLE-GOULET.PDF, CONSTABLE-HOULE.PDF, CONSTABLE-MARINO.PDF, CONSTABLE-THOMPSON.PDF**

13. **MEETING MINUTES**

    - Executive Session Minutes: September 21, 2015
    - Regular Meeting Minutes: September 28, 2015
    - Regular Meeting Minutes: October 5, 2015
    - Executive Session Minutes: October 22, 2015

    Documents: **10-5-15 BOS MINUTES.PDF, 9-28-15 BOS MINUTES.PDF**

14. **SELECTMEN LIAISON REPORTS & REFERRALS**

15. **PRESS QUESTIONS**

16. **EXECUTIVE SESSION**

    - Strategy with Respect to Collective Bargaining with Police Patrol and Police Superior Officers Unions

NEXT REGULAR MEETING: December 21, 2015

RECEIVED
2015 DEC -3 PM 3:39
TOWN OF CHELMSFORD
TOWN CLERK'S OFFICE

Approved 1/25/2016

RECEIVED
2016 JAN 27 PM 3:05
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
December 7, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Chairman Hanson called the meeting to order at 7:02 PM.

Public Service Announcements
Kathy Simmons: CWOT Muffins with Santa, First Parish Church, 12/12 from 9-12
Donna Seavers invited the public to attend this event. Proceeds benefit programs done to benefit the community. Past activities were listed.

Deadline for Citizen Petition Warrant Articles for 2016 Spring Annual Town Meeting: January 4, 2015 by 4PM
Chairman Hanson read this announcement.

Chelmsford Choice Program Opt Out Letter Dropping on December 16, 2015
This will become effective February 1, 2016. The program was set up as a way to save residents some money on their electric bill. Additional announcements will be done via Chelmsford Telemedia.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Public Hearings
Pole Petition: Billerica Rd.
Bill Wallace from Verizon explained a stub pole is being requested on Billerica Rd to replace an existing tree guy as part of work being done by National Grid to upgrade their equipment in this area.

Audience comments:
Mary Cleven, 31 Billerica Rd. provided a packet of information to the Board summarizing continued utility issues and concerns in this neighborhood over the past decade. She would prefer the pole be situated on the corner of Summer St. and Billerica Rd., not between her and her neighbor's house.

Mr. Wallace was advised to notify National Grid to address Ms. Cleven's concerns, or to come to a compromise.

Motion: by Selectman Joyce to continue the Public Hearing for Pole Petition on Billerica Rd. to January 11, 2016 at 7:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Licenses

One Day Beer & Wine License: St. Vartanantz Armenian Church, 180 Old Westford Rd. December 2, 2015

One Day Beer & Wine License: Chelmsford Community Center, 31 Princeton St., December 18, 2015

One Day Beer & Wine License: St. John the Evangelist Parish, 115 Middlesex St., December 27, 2015

Laura Lee was present to promote her event at the Chelmsford Community Center. The applicants for other Licenses were not present at this time. There have been no issues with previous applications.

Motion: by Selectman Joyce to approve One Day Beer and Wine Licenses to St. Vartanantz Armenian Church, 180 Old Westford Rd. December 2, 2015 for the hours of 8:00PM-11:00PM, to the North Town Hall Advisory Committee to be exercised at 31 Princeton St., December 18, 2015 for the hours of 6:30PM-11:00PM, and to St. John the Evangelist Parish, 115 Middlesex St., December 27, 2015 for the hours of 2:00PM-6:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Annual License Renewals

Motion: by Selectman Joyce to approve the following All Alcohol Club Licenses for 2016 with contingencies as noted to: The American Legion and Chelmsford Lodge of Elks No. 2310. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the following All Alcohol Innholders Licenses for 2016 with contingencies as noted to: Best Western Chelmsford Inn, and Radisson Heritage Hotel. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the following All Alcohol Package Store Licenses for 2016 with contingencies as noted to:
Cask and Bottle
The Corner Cupboard Store, Inc.
Drum Hill Liquor Mart, Inc.
Harrington Wine & Liquors
The Wine Rack
Westlands Wine and Spirits
Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the following All Alcohol Restaurant Licenses for 2016 with contingencies, as noted, to:

Apple New England, LLC d.b.a Applebees,
Aprile's European Restaurant
Bertucci's Brick Oven Pizzeria
Brickhouse Center Brick House Pizza, Inc.
Courthouse Pub
Feng Shui Asian Cuisine
Fishbones
Glenview Pub & Grill
Hong & Kong Restaurant. Inc.
Kastore Restaurant
Madras Grill
Moonstones
NoBo Restaurant
Omega Pizzeria & Grille
Pho Dolat Restaurant
Princeton Station
Rufina's
Shi Sushi, Inc. d.b.a Yanagi Sushi
Sichuan Palace
Sterling golf Management, Inc.
Take Two One Ten grill, LLC
Talwar & Latka LLL d.b.a India Palace
Thai Jasmine Restaurant
The Java Room

Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the following Beer and Wine Restaurant Licenses for 2016 with contingencies as noted to:
Amici Trattoria
Jimmy's Pizza Subs and Seafood
Moe's Southwest Grill
Pappas Golf School
Pizza Place, The
Sakura Japanese Cuisine
Sal's Pizza
Yoong Tong II Thai Restaurant
Zesty Pizza (Fletcher St.)
Zesty Pizza (Vinal Square)

Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the following Common Victualer Licenses for 2016 with contingencies as noted to:
Antonio's Pizza
Boston Market Corporation #1630
Brickhouse Pizza

Brothers Pizza
Café 12
Chelmsford Diner, Inc.
China Mountain Restaurant
D'Angelo's Sandwich Shop
Domino's Pizza
Dunkin Donuts – Acton Road
Dunkin Donuts – Chelmsford Street
Dunkin Donuts – Drum Hill Road
Dunkin Donuts – Tyngsboro Road
Dunkin Donuts-18 Boston Rd.
Einstein Brothers Bagels #1673
Friendly Restaurants, LLC #180
Gary's Ice Cream
Jessie's Place, BPNJ, LLC
Jones Farm
Kate's Corner
Lu's Kitchen, Inc.
Mass Burgers Chelmsford, LLC-5 Guys
McDonald's Restaurant
ML Chelmsford, LLC
Northeast Foods, LLC-Burger King
Panera Bread
Papa Gino's
Popeye's-Chelmsford Chicken, LLC
Rick's Diner
Rosie's Diner
Starbuck's Coffee
Stop & Shop Supermarket #480
Subway – Wilkat SubsMass
Subway-Walmart #31376
Subway-Chelmsford St. (Bhumika Corp)
Sully's Ice Cream
Swaminu Corp.-Honey Dew Donuts
Subway-Swaminu corp.
Three Sisters Deli, Inc.
Veneto Ristorante
Seconded by Selectman Merrill. **Motion carries, unanimous.**

Motion: by Selectman Joyce to approve the following Class 1 Auto Dealers Licenses for 2016 to:
J.P. Rivard Trailer Sales
Route 3A Motors, Inc.
Seconded by Selectman Merrill. **Motion carries, unanimous**.

Motion: by Selectman Joyce to approve the following Class 2 Auto Dealers Licenses for 2016 with contingencies as noted to:
A-Plus Auto Repair, Inc.:
Autos Unlimited
B&G Auto Sales
Beantown Motors
Bodyworks Auto Body:
Chelmsford Auto Sales, Inc.
Duffy's Auto Co., Inc.
Dutra and Barros, Inc. (Rt. 110 Car Mall)
Ferreira Wrecker Sales
Jim Gervais Sales, Inc.
JPG Auto
McGovern Automotive
Merrimack Auto Sales, Inc.:
Northeast Transmission Company, Inc.
N.T.C. Automotive
PS Car Sales
Route 40 Equipment Sales LLC
Stony Brook Auto Body
TNJ Auto, Inc.
BOS-JOHN, Inc
Triangle Service Center, Inc.
Chadwick-BeRoss, Inc.
R&P Automotive
Overdrive Motors, LLC
Merrimack Auto Sales, Inc.
Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports & Presentations

Bill Askenburg: Pollinator Park Sign Donation

Tabled. Mr. Askenburg will come to a future Board Meeting in January, 2016 with the actual sign.

Marc Grant: Resolution in Support of Fixing Natural Gas Leaks

Mr. Grant asked the Board to support Bills #2870 & 2871. These bills create an incentive to fix Grade 3 gas leaks which are not dangerous but are costing customers money. Repairs would be encouraged to be done during road repair projects. There are 146 reported leaks of this nature throughout Chelmsford. Methane is poisonous to tree roots, which is commonly how these problems are detected.

Motion: by Selectman Joyce to support House Bills 2870 and 2871, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Evan Belansky: DLTA and Community Compact Applications

Mr. Belansky explained one of the DLTA Grant applications is to complement a similar study being done along this road in Westford for street improvements for cars, bikes, pedestrians, drainage and crosswalks. No vote of the board is needed, as the application is being handled through NMCOG.

A second DLTA application is being filed for a Center Village Property/Project survey. The results of this study will be used as baseline data for a separate Massworks grant application which will benefit property owners in the Center Village area. The Board does not need to act on this matter, as NMCOG is overseeing this part of the process.

The Community Compact application is being filed as part of another 2016 Massworks grant application to implement components of the 2013 Center Village Master Plan. This one requests Board support of a chosen "Best Practice" and is being done under the "Housing and Economic Development" category.

> **Motion:** by Selectman Joyce to endorse the Community Compact Best Practice under Housing and Economic Development as presented by the Community Development Director. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Town Manager Reports

Status Report: Board of Selectmen/Town Manager Goals

Mr. Cohen provided a written document for the board's review. Selectman Joyce will submit a list of proposed policy changes he would like the board to consider. The Center Village Master Plan Committee will be reinstated in order to oversee implementation of the 2013 Center Village Master Plan. Efforts to sell the property on Katrina Rd. will continue, as will work to renew the Comcast telemedia license. FEMA mitigation for Williamsburg Condominiums is moving forward, and National Grid continues to report quarterly regarding double-poles. Legislators for Chelmsford will be able to meet with the Board at the January 11 meeting. A Municipal Modernization Bill will be heard by the legislature in 2016. More information regarding State budget numbers should become available in January as well.

Sunny Meadow Farm Conservation Restriction

The latest revised document is still awaiting State approval.

Recycling Grant Award

Nick Parlee and the School Committee were thanked for their efforts on this grant, which will implement recycling efforts throughout the schools. The Grant award totaled $23,950.00.

Middlesex 3 Regional Transportation Community Compact

The Board was asked to approve Regionalization/Shared Services Best Practices for LRTA and MBTA coordination of services along the Route 3 corridor.

> **Motion:** by Selectman Joyce to endorse the Middlesex 3 Regionalization/Shared Services Best Practices, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Vote to Approve Amended Home Rule Petition: Town Halls Liquor Licenses

Language changes created a separation of enforcers and enforcees under the Petition.

> **Motion:** by Selectman Joyce to approve the amendments to the All Alcohol Licenses for the Chelmsford Center of the Arts and the Chelmsford Community Center as recommended by the State, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Approval of the Conservation Commission's Acceptance of the Dutton Land-Donation of a 2.12 acre parcel of land

The Conservation Commission has not formally accepted this land donation yet. Vote by the BOS will be tabled to a future meeting.

Open Session
At This time, Glen Diggs requested to speak before the Board, and permission was granted. Mr. Diggs explained he just left a Board of Health meeting which included a vote in regard to displacing families currently living in local hotels. He requested the Board obtain more information on this decision, as he foresees much future litigation which will be costly to the Town. Selectman Askenburg suggested the Board of Health be invited to the next BOS meeting to give a presentation.

Schedule Public Input Session
A Public Input Session is scheduled for February 1, 2016, in Room 204 of the Town Offices.

Appointments
Interim Constable
Four applications were received to finish the current term for this position. A new Constable will be elected in April, 2016.

> **Motion:** by Selectman Askenburg to appoint Sandra L. Goulet as Interim Constable, for a term to expire in April, 2016. Seconded by Selectman Merrill.

Mick Thompson, 180 Tyngsboro Rd. requested to speak before a vote was taken on the Motion. Permission was granted. He asked for re-consideration of the Motion, as he has letters of support, and plans on running in the election. Selectman Joyce noted that Ms. Goulet has no experience as a Constable. Chairman Hanson suggested that Ms. Goulet worked closely with Bill Spence, the former Constable, and she was familiar with all of the Deputies and choosing her would make for a more seamless transition.

Roll Call Vote for the Motion to appoint Sandra L. Goulet as Interim Constable:
Selectman Askenburg : Aye
Selectman Merrill: Aye
Chairman Hanson: Aye
Selectman Joyce: Aye
Selectman Dixon: Aye
Motion carries, unanimous.

Center Village Master Plan Implementation Committee-term ending 6/30/17, Peggy Dunn, John Handley, James Lane Jr., Ann B. McGuigan, Brian Milisci, Jonathan Moore
There is one opening left on this committee.

> **Motion:** by Selectman Joyce to approve the Town Manager's appointment of Peggy Dunn, John Handley, James Lane Jr., Ann B. McGuigan, Brian Milisci, Jonathan Moore to the Center Village Master Plan Implementation Committee for a term to expire June 30, 2017. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Meeting Minutes
Executive Session Minutes : September 21, 2015

> **Motion:** by Selectman Joyce to approve but not release the Executive Session Meeting Minutes of September 21, 2015 as amended. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Regular Meeting Minutes September 28, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of September 28, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Regular Meeting Minutes October 5, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of October 5, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Executive Session Minutes: October 22, 2015

Motion: by Selectman Joyce to approve but not release the Executive Session Meeting Minutes of October 22, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:
-Veterans were acknowledged and thanked for their service in recognition of today being Pearl Harbor Day.

Selectman Joyce:
No Referrals.

Selectman Askenburg:
-A suggestion was made to invite the Board of Health and the School Committee to a future Board Meeting to discuss Full Day Kindergarten.
-The 101 Mill Road Committee is still gathering public input, and will meet again next Wednesday.
-John Harrington was wished a speedy recovery.

Selectman Merrill:
-Residents were asked not to put their recycling in plastic bags, as it damages the recycler's machinery.

Chairman Hanson:
-Office hours will be held on Thursdays at Panera Bread from 5:00-6:00PM.
-Selectman Dixon congratulated Selectman Hanson on his new position in the Town of Tyngsboro.
-The Holiday Prelude was very well attended.

Press Questions
No one came forward at this time.

Executive Session

Motion: by Selectman Joyce to enter into Executive Session, not to return to Regular Session for the purpose of discussing strategy with Respect to Collective Bargaining with Police Patrol and Police Superior Officers Unions. Seconded by Selectman Merrill.

Roll Call Vote:
Selectman Askenburg: Aye
Selectman Merrill: Aye
Selectman Dixon: Aye
Selectman Joyce: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 8:56PM

Next Regular Meeting: December 21, 2015.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Muffins with Santa Flyer
-Town Electricity Program Notification Letter
-List of Committee Vacancies
-One Day License Applications
-Pole Petition-Billerica Rd.
-2016 Annual license Renewal List
-Gas Leaks Legislation Letter dated December 2, 2015 & Presentation
-DLTA Grant Project Descriptions
-TM Goals Status report dated December 1, 2015
-Munis report on Town Halls dated December 2, 2015
-SeeClickFix Status Report covering June 30, 2014-December 2, 2015
-Draft conservation Restriction for Sunny Meadow Farm
-Municipal Grant Acceptance Letter Dated November 13, 2015
-E-mail of December 1, 2015 regarding Middlesex Community Compact
-Amended Language for Home Rule Petition
-Supporting documents for land donation on High St.
-Committee Applications
-Draft Minutes

Approved and Released 1/25/2016

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2016 JAN 27 PM 3:05
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Board of Selectmen
December 7, 2015
Executive Session (following the regular session)

Attending:
Matt Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Selectman
Paul Cohen, Town Manager
Jeanne Parziale, HR Director, Town of Chelmsford
Brian Maser, Kopelman & Paige, Town Council

Motion: by Vice Chairman Joyce for the Board to go into executive session for the purpose of discussing the salary arbitration matters pending with the Police Sargent's and Patrolmen's unions, whereas that the discussion of such matters in a public forum at this time could jeopardize the Town's ability to protect its interests in these matters. Selectman Askenburg seconded.

Motion unanimously approved.

Executive Session began 9:00 p.m.

1. Police Salary Arbitration

Paul Cohen provided an update on the safety labor arbitration process to the Board. At the most recent arbitration hearing Town Council had countered the Patrol union's last offer, presenting examples from surrounding communities and recent Town settlement with school unions. The Town argued that EMT certification was required for fire safety employees, but not part of the police safety response role. The arbitration decision awarded to the patrol union this week was as follows: 2%/2%/2% increase/year + longevity adjustment + increase in EMT pay effective July 1, 2015 + $100 increase in clothing allowance.

Mr. Cohen went on to discuss the unsettled arbitration with the Sargent's union, which would receive a 10+% increase in salary if awarded similar terms as the Patrolmen. As of this meeting's date, the Sargent's union is requesting additional increases, including expanding the Quinn bill to currently inedible employees.

The Board was advised that under the Town's bylaws and arbitration rules, they must unanimously support the Patrolmen's arbitration decision, and the Town Manager is required to present it to the Town Meeting Representatives for approval.

Selectman Joyce asked if the Patrolmen received an accreditation bonus. Mr. Cohen responded that Chief Murphy had originally intended this safety training program would not come at additional cost to the Town.

Upon consulting a calendar, it was determined the earliest possible date available for a Special Town Meeting was January 19, 2016, with January 25, 2016 reserved as a snow date if needed. Mr. Cohen could not confirm we would also have an agreement with the Sargent's union by that date.

Mr. Cohen recommended the Board approve Town Council go forward to settle with the Sargent's union using the same stipulations as the Patrolmen award. Chairman Hanson commented on the potential burden to the Town budget if all the employment unions had settled for similar increases for the past 3 years, and concern for the impact of this decision on the next round of contract negotiations beginning in June 2016.

Motion: by Vice Chairman Joyce that Town Council approach the Sargent's union with a settlement offer modeled on the Patrolmen's arbitration award. Selectman Merrill seconded.

Roll Call

Janet Askenburg – Aye
Laura Merrill – Aye
Bob Joyce – Aye
George Dixon – Aye
Matt Hanson – Aye

Motion unanimously approved.

2. Additional questions for Town Council

Selectman Askenburg inquired to Mr. Maser regarding recent email exchanges between a resident and the Town Manager, and at what point can an ongoing information inquiry be determined to be harassment, and what steps should be taken at that time. Mr. Maser indicated that once a communication exchange was determined to be of a harassing nature (due to tone, frequency, etc.), the Town could decide to issue a no trespassing notice to the individual. He suggested Mr. Cohen forward the emails to Kopelman & Paige for review and further advisement.

Selectman Askenburg noted that she thought the recent $7000 judgement for the Town against dog owner Sheridan for litigation fees was punitive given her appeal was an attempt to avoid putting her dog down, and the Town should expect to incur such costs. Mr. Cohen stated the resident owned multiple properties in Town and it was the Town's discretion to apply a lien to collect judgements if needed. Selectman Joyce agreed that the Town should be able to re-coop any litigation fees incurred in judgement appeals. Chairman Hanson said the Town should only be reimbursed for fees incurred as part of the appeal, and not for the original hearings held by the Board.

Motion: by Vice Chairman Joyce to close the Executive Session meeting. Selectman Askenburg seconded.

Motion unanimously approved.

Adjourn Executive Session 9:40 p.m.

REVISED
12/18 AD

BOARD OF SELECTMEN MEETING AGENDA
December 21, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**
2. **PUBLIC SERVICE ANNOUNCEMENTS**
   - Onorina Maloney: Nomination Papers for Elected Positions
   - Deadline for Citizen Petition Warrant Articles, 1/4/16 4PM
3. **OPEN SESSION**
4. **COMMITTEE VACANCIES**

   Documents: COMMITTEE VACANCIES.PDF
5. **PUBLIC HEARINGS**
   - All Alcohol Package Store License: Vinal Square Holdings, LLC 11 Vinal Square

   Documents: VINAL SQUARE HOLDINGS .PDF
6. **TOWN MANAGER BID AWARDS**
   - Golf Course Management

   Documents: COUNTRY CLUB BID AWARD.PDF
7. **APPROVAL OF THE CONSERVATION COMMISSION'S ACCEPTANCE OF THE DUTTON LAND - DONATION OF 2.12-ACRE PARCEL OF LAND**

   Documents: DUTTON LAND DONATION.PDF, DUTTON LAND MAP.PDF, KP-535027-V2-CHEL__TRUSTEES__CERTIFICATE_(DUTTON_LAND_DONATION).PDF, KP-534908-V2-CHEL__DEED_TO_TOWN_(DUTTON_LAND_DONATION).PDF, KP-534941-V2-CHEL__ACCEPTANCE_(DUTTON_LAND_DONATION).PDF
8. **SIGN SPECIAL TOWN MEETING WARRANT**

   Documents: SPECIAL TOWN MEETING WARRANT JANUARY 19 2016.PDF
9. **SELECTMEN LIAISON REPORTS & REFERRALS**
10. **PRESS QUESTIONS**

NEXT REGULAR MEETING: January 11, 2016

RECEIVED
2015 DEC 21 PM 2:04

BOARD OF SELECTMEN MEETING AGENDA
December 21, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2015 DEC 11 PM 4:02

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**
2. **PUBLIC SERVICE ANNOUNCEMENTS**
   - Onorina Maloney: Nomination Papers for Elected Positions
   - Deadline for Citizen Petition Warrant Articles, 1/4/16 4PM
3. **OPEN SESSION**
4. **PUBLIC HEARINGS**
   - All Alcohol Package Store License: Vinal Square Holdings, LLC 11 Vinal Square

   Documents: **VINAL SQUARE HOLDINGS .PDF**
5. **TOWN MANAGER BID AWARDS**
   - Golf Course Management

   Documents: **COUNTRY CLUB BID AWARD.PDF**
6. **APPROVAL OF THE CONSERVATION COMMISSION'S ACCEPTANCE OF THE DUTTON LAND - DONATION OF 2.12-ACRE PARCEL OF LAND**

   Documents: **DUTTON LAND DONATION.PDF, DUTTON LAND MAP.PDF, KP-535027-V2-CHEL__TRUSTEES__CERTIFICATE_(DUTTON_LAND_DONATION).PDF, KP-534908-V2-CHEL__DEED_TO_TOWN_(DUTTON_LAND_DONATION).PDF, KP-534941-V2-CHEL__ACCEPTANCE_(DUTTON_LAND_DONATION).PDF**
7. **SIGN SPECIAL TOWN MEETING WARRANT**

   Documents: **SPECIAL TOWN MEETING WARRANT JANUARY 19 2016.PDF**
8. **SELECTMEN LIAISON REPORTS & REFERRALS**
9. **PRESS QUESTIONS**

NEXT REGULAR MEETING: December 21, 2015

Approved 2/29/2016

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2016 MAR -2 PM 4:28
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
December 21, 2015

Attending:
Matthew Hanson, Chairman
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Not Present:
Robert Joyce, Vice Chairman
Laura Merrill, Clerk

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Chairman Hanson called the meeting to order at 7:02 PM.

Public Service Announcements
Onorina Maloney: Nomination Papers for elected Positions
Nomination papers will be available for pick up from January 4, 2016 through February 11, 2016. Other requirements and information for voters was provided. Residents were encouraged to return census forms. Dog license renewals are due no later than February 29, 2016, or late fees will apply. Absentee ballots will be available on the town website, and are due by the day before the election.

Deadline for Citizen Petition Warrant Articles for 2016 Spring Annual Town Meeting: January 4, 2016 by 4PM
Chairman Hanson read this announcement.

Municipal Energy Aggregation Mailing
Mr. Cohen informed the public that the letter sent to all Town residents regarding a change in electricity provider is legitimate, and was previously approved by Town Meeting. Information sessions about the new Energy Aggregation Provider will be held on January 6, 2016 at the Public Library, January 7, 2016 at the Senior Center and on January 13, 2016 at the Chelmsford Community Center. Residents are allowed to opt out of this change if desired.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Public Hearings
All Alcohol Package Store License: Vinal Square Holdings, LLC 11 Vinal Square
Chairman Hanson Recused himself from this hearing due to a previous business relationship with the applicant, and he left the meeting at 7:10PM. Selectman Askenburg took over the meeting.

Selectman Askenburg advised that because there is no quorum of the remaining Board, the Hearing cannot be opened. She suggested to the applicant's representative that the Hearing could be continued to December 28, 2015. The applicant's representative agreed to the continuance, and provided the Board with the Certified Mail green cards.

> **Motion:** by Selectman Askenburg to continue the Public Hearing for an All Alcohol Package Store License for Vinal Square Holdings, LLC to December 28, 2015. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Chairman Hanson returned to the meeting at 7:13PM.

Town Manager Bid Awards

Golf Course Management

There was only one respondent for this request, who is also the current provider. Rent and operating costs will remain the same.

> **Motion:** by Selectman Dixon to approve the Town Manager's Bid Award for Golf Course Management Services at Chelmsford Country Club to Sterling Management, Inc. as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Approval of the Conservation Commission's Acceptance of the Dutton Land-Donation of a 2.12 acre parcel of land

The Conservation Commission has formally accepted this land donation. A marker acknowledging the donation will be installed as the family requested.

> **Motion:** by Selectman Askenburg to approve the Conservation Commission's acceptance of a 2.12 acre parcel of land by the Dutton Family. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Sign Special Town Meeting Warrant

The special town Meeting was called to formally approve collective bargaining agreements of two police union contracts.

> **Motion:** by Selectman Askenburg to sign the Warrant for a Special Town Meeting containing One Article to be held on January 19, 2016. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Askenburg:
-Residents were wished a Merry Christmas and a Happy New Year.

Selectman Dixon:
-Residents were also wished a Merry Christmas and a Happy New Year.

Chairman Hanson:
-Residents were also wished a Merry Christmas and a Happy New Year.

Press Questions

No one came forward at this time.

Next Regular Meeting: December 28, 2015.

Motion: by Selectman Askenburg to adjourn this meeting at 7:18PM. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-List of Committee Vacancies
-Supporting documents for Vinal Square Holdings, LLC Public Hearing
-Supporting documents for land donation on High St.
-Bid Results for Chelmsford Country Club
-Warrant for the Special Town Meeting on January 19, 2016

BOARD OF SELECTMEN MEETING AGENDA
December 28, 2015
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC HEARINGS**

   - All Alcohol Package Store License: Vinal Square Holdings, LLC 11 Vinal Square

   Documents: **VINAL SQUARE HOLDINGS .PDF**

NEXT REGULAR MEETING: January 11, 2016

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2015 DEC 22 PM 2:30
TOWN CLERK
CHELMSFORD

Approved 2/29/2016

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TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
December 28, 2015

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.
Chairman Hanson called the meeting to order at 7:02 PM.

Public Hearings
All Alcohol Package Store License: Vinal Square Holdings, LLC 11 Vinal Square
Chairman Hanson recused himself from this hearing due to a previous business relationship with the applicant, and he left the meeting at 7:01PM. Selectman Joyce took over the meeting.

Atty. Philip Eliopoulos spoke for the applicant. The property is currently vacant; the applicant would purchase the building and restore the property. Kenneth Pantuso will be the manager of the License, and has prior experience as a bar manager for Smokey Bones Restaurant. Joseph Ready has previous business experience, and previously worked in Westford overseeing enforcement of alcohol licenses.

The Vinal Square Master Plan Committee received support for having more businesses in the area, including a liquor store. The location will comply with the ABCC requirement of being at least 500 feet away from a church. Parking areas are nearby and across the street.

Audience comments:
Patricia Pestana, 30 Newfield St. was opposed to the application due to parking and traffic concerns. Stop signs are continuously not obeyed, and Adams St. would be used as a cut through for delivery trucks and additional traffic. She suggested that a traffic study be completed as there are a lot of other activities going on in this neighborhood.

Michael Leary, 18 Middlesex St. felt this was a phenomenal idea, as this has always been a blighted property; he walks to other area businesses and has never had an issue with traffic.

Rob Daly, 169 Wellman St. felt this was a great opportunity to revitalize Vinal Square.

George Merrill, 108 Dunstable Rd., stated he received one call in favor for the application, one with no opinion, and five against it. He personally measured the distance from the proposed location to the church, and measured 498 feet versus the 540 feet presented by the applicant's representative. He is opposed to this use for this location.

Alison Demars, 27 Newfield St., was opposed to the application as this type of business is not a good idea for a family neighborhood and there will be more problems for Varney Park. Much of the existing parking is marked for specific businesses.

Dr. John Crane, 22 Middlesex St., this business was a popular goal according to the Vinal Square Master Plan, and he was a member of this Committee.

Gary Bevis, 175 Willis Dr., he owns a building on Groton Rd. very near this location, and he was opposed to this business being located here due to parking concerns, and fear he would lose his tenants. There are already problems with trash and dumping which will increase if this business opens. He screens his potential tenants and refuses them if he feels they will be detrimental to a family neighborhood. He noted that the application for Triangle Package Store was denied for inadequate parking, long hours and being near a school bus stop. His building has a driving school with many very young students, and there is a Tai Kwon Do school across the street, also with many young students. Delivery trucks will add to traffic congestion.

Karen Bevis, 175 Willis Dr., stated she has a petition opposing this license that was signed by over 50 people. She would have to sell her building if they lose their tenants.

Atty. Eliopoulos explained this location has been a retail location for a long time, and traffic would be the same as previous businesses. Two nearby restaurants already sell liquor with no issues. Existing traffic and trash concerns would not be impacted by this business opening in this location.

The Board agreed to continue the Hearing as this is a holiday week and some comments may still be forthcoming.

> **Motion:** by Selectman Askenburg to continue the Public Hearing for an All Alcohol Package Store License for Vinal Square Holdings, LLC to January 11, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Chairman Hanson returned to the meeting at 7:45PM.

> **Motion:** by Selectman Joyce to adjourn this meeting at 7:46PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Next Regular Meeting: January 11, 2016.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Supporting documents for Vinal Square Holdings, LLC Public Hearing

REVISED 1/8/16 10

BOARD OF SELECTMEN MEETING AGENDA
January 11, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Paul Rigazzio: RTC Maxine Vaitses Memorial Scholarship
   - Dr. Jay Lang, John Chemaly: Proclamation Opioide Abuse Awareness Month
   - Pat Wojtas: Hannaford Helps Reusable Bags Program
   - Special Town Meeting 1/19/16, Senior Center
   - Board of Selectmen Public Input Session 2/1/16, Room 204

   Documents: SCHOLARSHIP.PDF, HANNAFORD_PROGRAM.PDF, SPECIAL TOWN MEETING WARRANT JANUARY 19 2016.PDF, PUBLIC_INPUT_SESSION_2-01-16.PDF, PROCLAMATION--OPIODE AWARENESS MONTH 2016.PDF

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: COMMITTEE VACANCIES.PDF

5. **LEGISLATIVE DELEGATION**

   - Chelmsford Legislative Priorities

6. **PUBLIC HEARINGS**

   - All Alcohol Package Store License: Vinal Square Holdings, LLC 11 Vinal Square

   Documents: VINAL SQUARE HOLDINGS-1-11-16.PDF

7. **LICENSES**

   - One Day Beer & Wine License: Chelmsford Public Library, 2/5/16
   - Change of Officer/Director: Chelmsford Lodge of Elks, 300 Littleton Rd.
   - Common Victualer License: Chelmsford Premium Meats, 120 Chelmsford St.

   Documents: ONEDAYLICENSE-CPL-2-5-16.PDF, ELKS NEW OFFICER-DIRECTOR.PDF, COMMON VICTUALER CHELMSFORD PREMIUM MEAT.PDF

8. **REPORTS & PRESENTATIONS**

   - Richard Day: Hotel Regulations regarding State Homeless Families
   - John Shortsleeve, Bay State Consulting & Jeremy Lutes, Constellation Energy: Energy Aggregation Program

   Documents: FAQ DOWNLOAD_V2.PDF

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9. **TOWN MANAGER REPORTS**

- MMA Annual Town Report Award
- MMA Website Award
- Citizen Petition Town Meeting Warrant Article
- Status of Home Rule Petition: Town Halls Liquor Licenses

Documents: 2015-ANNUAL TOWN REPORT CONTEST AWARD.PDF, 2015-WEBSITE CONTEST AWARD.PDF, CITIZEN PETITION.PDF

10. **TOWN MANAGER BID AWARDS**

- Roberts Field Master Plan Contract Award

Documents: RECOMMENDATIONFORBOSSIGN.PDF, ROBERTS FIELD MASTER PLAN RFP- REVISED TO BE RE-ISSUED 11-30.PDF, 15190_CHELMSFORD ROBERTS FIELD RENOVATION_PROPOSAL TO PRINT.PDF

11. **APPOINTMENTS**

- Deputy Constables

Documents: DEPUTY CONSTABLE APPOINTMENTS.PDF

12. **MEETING MINUTES**

- Regular Meeting Minutes: December 15, 2014
- Regular Meeting Minutes: November 2, 2015
- Regular Meeting Minutes: November 16, 2015

Documents: 12-15-14 BOS MINUTES.PDF, 11-2-15 BOS MINUTES.PDF, 11-16-15 BOS MINUTES.PDF

13. **SELECTMEN LIAISON REPORTS & REFERRALS**

14. **PRESS QUESTIONS**

15. **EXECUTIVE SESSION**

- Strategy with Respect to Collective Bargaining - Police Sergeants

Next Regular Meeting: January 25, 2016

BOARD OF SELECTMEN MEETING AGENDA
January 11, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Paul Rigazzio: RTC Maxine Vaitses Memorial Scholorship
   - Pat Wojtas: Hannaford Helps Reusable Bags Program
   - Special Town Meeting 1/19/16, Senior Center
   - Board of Selectmen Public Input Session 2/1/16, Room 204

   Documents: **SCHOLARSHIP.PDF, HANNAFORD_PROGRAM.PDF, SPECIAL TOWN MEETING WARRANT JANUARY 19 2016.PDF, PUBLIC_INPUT_SESSION_2-01-16.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LEGISLATIVE DELEGATION**

   - Chelmsford Legislative Priorities

6. **PUBLIC HEARINGS**

   - All Alcohol Package Store License: Vinal Square Holdings, LLC 11 Vinal Square

   Documents: **VINAL SQUARE HOLDINGS-1-11-16.PDF**

7. **LICENSES**

   - One Day Beer & Wine License: Chelmsford Public Library, 2/5/16
   - Change of Officer/Director: Chelmsford Lodge of Elks, 300 Littleton Rd.
   - Common Victualer License: Chelmsford Premium Meats, 120 Chelmsford St.

   Documents: **ONEDAYLICENSE-CPL-2-5-16.PDF, ELKS NEW OFFICER-DIRECTOR.PDF, COMMON VICTUALER CHELMSFORD PREMIUM MEAT.PDF**

8. **REPORTS & PRESENTATIONS**

   - Richard Day: Hotel Regulations regarding State Homeless Families
   - John Shortsleeve, Bay State Consulting & Jeremy Lutes, Constellation Energy: Energy Aggregation Program

   Documents: **FAQ DOWNLOAD_V2.PDF**

9. **TOWN MANAGER REPORTS**

   - MMA Annual Town Report Award

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- MMA Website Award
- Citizen Petition Town Meeting Warrant Article
- Status of Home Rule Petition: Town Halls Liquor Licenses

Documents: **2015-ANNUAL TOWN REPORT CONTEST AWARD.PDF, 2015-WEBSITE CONTEST AWARD.PDF, CITIZEN PETITION.PDF**

10. TOWN MANAGER BID AWARDS

- Roberts Field Master Plan Contract Award

Documents: **RECOMMENDATIONFORBOSSIGN.PDF, ROBERTS FIELD MASTER PLAN RFP- REVISED TO BE RE-ISSUED 11-30.PDF, 15190_CHELMSFORD ROBERTS FIELD RENOVATION_PROPOSAL TO PRINT.PDF**

11. APPOINTMENTS

- Deputy Constables

Documents: **DEPUTY CONSTABLE APPOINTMENTS.PDF**

12. MEETING MINUTES

- Regular Meeting Minutes: December 15, 2014
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Documents: **12-15-14 BOS MINUTES.PDF, 11-2-15 BOS MINUTES.PDF, 11-16-15 BOS MINUTES.PDF**

13. SELECTMEN LIAISON REPORTS & REFERRALS

14. PRESS QUESTIONS

15. EXECUTIVE SESSION

- Strategy with Respect to Collective Bargaining - Police Sergeants

Next Regular Meeting: January 25, 2016

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Exec. Session Included

Approved 2/29/2016

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

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TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Regular Meeting MINUTES
January 11, 2016

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Alana Melanson of the Lowell Sun indicated she was also recording the meeting.
Chairman Hanson called the meeting to order at 7:01 PM.

Public Service Announcements

Paul Rigazzio: RTC Maxine Vaitses Memorial Scholarship
Submission deadline is March 31, 2016. Qualifications and requirements were listed, and the winner will be announced in April, 2016.

Dr. Jay Lang, John Chemaly: Proclamation Opioid Abuse Awareness Month
Narcan is now available to nurses at all of the public schools. A Proclamation was read by Selectman Joyce, and accepted by Dr. Lang and Mr. Chemaly.

Pat Wojtas: Hannaford Helps Reusable Bags Program
Hannaford Supermarket has promised to give $1.00 from each purchase of a re-useable bag to the Friends of the Library through the end of January.

Special Town Meeting: January 19, 2016, Senior Center
Board of Selectmen Public Input Session: February 1, 2016, Room 204
Chairman Hanson made these announcements.

Open Session
Andrew Webman of Northeast Justice Center requested permission to speak during Richard Day's presentation later in the meeting. Chairman Hanson granted permission.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Legislative Delegation
State Senator Mike Barrett and State Representatives Jim Arciero, Cory Atkins and Tom Golden were present.

There has been a push to get more funding for tourism to re-open Visitors Centers like the one on Rt. 495. Mr. Cohen reminded her that allowing the cell tower to be installed at that location was supposed to generate revenue to support the site, and it is still closed. Mr. Arciero reported that the two liquor licenses for the Town Halls were approved, and signage for the Andrew Zabieriek Bridge was also approved. Mr. Golden advised that road construction projects play a big role in addressing Grade 3 gas leaks, and they continue to push utility companies to get their lines in order so that double poles can be removed as soon as practical. Senator Barrett noted that the casino is not generating gambling revenue as expected, tobacco revenues are down and Registry of Deeds fees are down. Some 9C cuts have been proposed but not approved, and more advocacy was requested for the bills to demolish the UMass Lowell West Campus buildings and for the Transportation bond bill for Chelmsford Center Improvements. Legislators are watching to see which programs will be cut at the state level, and municipalities have been notified that local aid would not be increasing this year. Mr. Cohen asked about OPEB reform, and was told the state is having the same issues as municipalities-money is being put aside, but not enough. No one is discussing it. Chairman Hanson urged the Delegation to press hard for OPEB reform, noting that addressing this issue sooner rather than delaying longer would make the single biggest positive impact on the Town's budget over other legislative initiatives.

Public Hearings

All Alcohol Package Store License: Vinal Square Holdings, LLC 11 Vinal Square

Chairman Hanson recused himself from this hearing due to a previous business relationship with the applicant, and he left the meeting at 7:01PM. Selectman Joyce took over the meeting.

Residents wishing to make new comments were invited to speak.

Susan Gates, 7 Trotting Rd. supported the proposal. She has known Mr. Ready for many years and believes both principals will be responsible business owners.

Michelle Martel, 287 Wellman Ave., has worked near a similar establishment in Westford for 7 years; it is near a restaurant and other stores and she has not noticed significant traffic issues. There is a lot of foot traffic. She supports the application.

John Goffin, 19 Cathy Rd., supported the idea, and felt the owners would be active in community events. Revenue would be kept local, and there would be other long term benefits to the Town.

Mike Kowalyk, Whippletree Rd., and member of the Economic Development Commission noted there are 6 alcohol licenses in the 01824 area of Chelmsford, and none in the 01863 area. Craft Beer is a high growth industry right now, and the business is set to be placed in a well-established commercial zone. This could be an anchor business that attracts other businesses to the area.

Eric Salerno, 6 Loiselle Lane, supports revitalization in Vinal Square, and feels more active business owners will improve things for everyone.

Jocelyn Ciulla, 45 Billerica Rd., notices that even though there is adequate parking for Town offices, people still choose to park on the street. She also questioned noise impacts based on times of deliveries.

Joan Aiden, 31 Middlesex St., felt there is not enough room for this establishment at this location. She believed the Tazo Market failed because there was no place to park, and she agreed there would be trash concerns.

Karen Bevis, 175 Willis Dr., and owner of property at 2 Groton Rd. reiterated that she believes she will lose her tenants and will have to sell her building if this business moves in.

Edward Ford, 16 Adams St., doesn't support this application as he doesn't want the cut through traffic or the noise in this neighborhood. Crossing the street is very difficult because of all the traffic.

John Lido, Village Variety, explained he has run several businesses in Vinal Square, and he is always cleaning and picking up trash. He would close his store if this moves in.

Gary Bevis, 175 Willis Dr. and owner of 2 Groton Rd., noted many of the supporters do not live or work in this area, and there are bus stops about 90-110 feet away. He showed photos of discarded alcohol-related trash that exists now, and of signage and illegally parked cars now. He noted many of the parking areas are privately owned and restricted, and parking across the street is not practical because of heavy traffic. The nearby driving school and martial arts school both have many young students. The nearby Church's pastor does not support the application. He referenced that Mr. Pantuso's identification in the application is a passport, he previously came from Florida, has no Massachusetts driver's license, and has an arrest record. He provided the board with a signed petition opposing this application. Ge would support an office use for this location.

Leo Forcier, 34 Middlesex St. and manager of property at 13 Groton Rd., explained that putting a package store at this location would negatively affect available parking at his location.

Atty. Philip Eliopoulos spoke for the applicant, and recognized there is mixed reaction to the proposal. He noted that prior studies done by the Town to consider improvements for Vinal Square all supported a retail use (café, liquor store, ice cream parlor or bakery) for this location, and all retail uses will have parking considerations. Even an office use would have parking considerations. A traffic study commissioned through Howard, Stein Hudson noted 1300 vehicles come through Vinal Square in the morning, and 1400 vehicles come through in the afternoon & evening hours. NMCOG provided data that showed the Adams St. experiences 25 cars per hour during peak travel times. Peak use for a package store use is 40/trips per hour, which is less than half of what a convenience store or restaurant use would generate. If a denial was to be based on parking requirements, he noted that any business could be denied a permit, as all businesses generate parking needs. The applicant has agreed to shorten his hours of operation so that they will close at 10:00PM from Monday-Saturday, and will open from noon to 6:00PM on Sunday. The applicants will clean their area of any trash, and will strive to have deliveries made during off-peak traffic times. All employees will be TAM certified, and equipment to verify the authenticity of ID's will be purchased. There will be a dumpster as required by the Board of Health, and the applicant may consider selling lottery tickets in the future.

> **Motion:** by Selectman Dixon to close the Public Hearing for an All Alcohol Package Store License: Vinal Square Holdings, LLC 11 Vinal Square. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Board discussion:
Selectman Askenburg supported the application based on the criteria set by Board policy for granting such a license. The managers have related experience, safeguards will be installed, and the area is not being served by any other license holder as there are no other license holders in North Chelmsford.

Selectman Merrill did not support the license because there is no suitable parking nearby. Town counsel cited "change of use" as a reason to deny the license at Triangle Package Store, and this site was previously a variety store. The Church can still block the application via a written letter. Minutes from

meetings held by the Vinal Square study committee are not available, and residents are stating they were never contacted by any town committee. She noted her own parking issues when visiting the area, and witnessed people running the nearby stop signs. She noted that package stores in other areas of North Chelmsford historically have not been successful.

Selectman Dixon advised one license has moved around North Chelmsford for the past 65 years. The last license holder went out of business due to employee theft. He empathized with abutters, but agreed with Selectman Askenburg that the ABCC would overturn a denial on appeal, as applicable conditions are being met by the applicant. Selectman Merrill noted similar arguments against the application for Triangle Package Store, and Selectman Askenburg argued that Triangle's applicant did not have alcohol management experience, the bus stop was on his property, the Police Chief did not support the application, and he had prior violations selling cigarettes to minors and building code violations.

> **Motion:** by Selectman Dixon to approve an All Alcohol Package Store License for Vinal Square Holdings, LLC d/b/a Vinal Square's Craft Beer house & Premium Liquors to be exercised at the premises at 11 Vinal Square, North Chelmsford. Seconded by Selectman Askenburg. Selectman Merrill opposed, all others in favor. **Motion carries.**

Selectman Hanson returned to the meeting at 9:27PM.

Licenses

One Day Beer & Wine License: Chelmsford Public Library, February 5, 2016

Kathy Cryan-Hicks explained the event is a Winterfest Social with food and beverages, and the kick-off for this year's One Book Program.

> **Motion:** by Selectman Joyce to approve One Day Beer and Wine Licenses to the Chelmsford Public Library Winterfest Kickoff event on February 5, 2016 for the hours of 6:30PM-10:30PM to be exercised on the premises at 25 Boston Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Change of Officer/Director: Chelmsford Lodge of Elks, 300 Littleton Rd.

Warren Daniels was present for any questions.

> **Motion:** by Selectman Joyce to approve the New Officers/Directors for Chelmsford Lodge of Elks to be exercised on the premises at 300 Littleton Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Common Victualer License: Chelmsford Premium Meats, 120 Chelmsford St.

Len Carpenter, owner, was present, and explained the layout would have 24 seats.

> **Motion:** by Selectman Joyce to approve a Common Victualer License for BM Carpenter, LLC d/b/a Chelmsford Premium Meats to be exercised on the premises at 120 Chelmsford St., contingent upon Building Department approval. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports & Presentations

Richard Day: Hotel Regulations regarding State Homeless Families

Mr. Day was not present at this time.

John Shortsleeve, Bay State Consulting & Jeremy Lutes, Constellation Energy: Energy Aggregation Program
An overview of past activities was provided for the benefit of people watching the meeting. The program will officially launch in February, enrollment is for 24 months. At this time, energy prices with the new carrier are 3.5 cents lower than National Grid. Invoicing and meter reading will continue to be done by National Grid, residents should see reductions in supply costs due to being enrolled in this program. Residents may opt out without penalty. Future information sessions were announced, and there is a presentation available on Chelmsford Telemedia as well.

Hotel Regulations regarding State Homeless Families
Mr. Day could not be located at this time. Andrew Webman was invited to speak as promised. He explained that the Board of Health decision limits room size and length of time that families can stay in these hotel rooms. If the decision is approved by the board of Health, the new rules may violate Federal and State discrimination laws. This affects families further, as they are already in accommodations that are not sufficient, and it will be harder for them to establish themselves at jobs and their children at schools if they only have a 10-19 day window. Approval of this decision is not the proper way to address the State's inability to deal with the homeless and their concerns. Mr. Webman provided his contact information and will continue to try to work with the Board of Health. At this time, it is expected that the Board of Health will vote on the decision in February.

Town Manager Reports
MMA Annual Town Report Award
MMA Website Award
The Town received first place in the state-wide Town Report contest sponsored by the MMA, and also received an award in the town website category. Awards will be presented at this year's MMA Annual Conference.

Citizen Petition: Town Meeting Warrant Article
Town Counsel is reviewing the petition, which requests a change in zoning for 50 Hunt Rd. The request is to extend commercial zoning to this location, and so it does not constitute "Spot Zoning".

Status of Home Rule Petition: Town Halls Liquor Licenses
These licenses were approved by Governor Baker in the Acts of 2016, as announced earlier this evening.

Town Manager Bid Awards
Roberts Field Master Plan Contract Award
One company responded to this request, which was sent out three times. The Roberts Field Committee has raised $3500.00 for this study, and the remaining $15,000.00 was approved by the Community Preservation Committee.

> **Motion:** by Selectman Joyce to approve the Town Manager's Bid Award for the Roberts Field Master Plan Contract to Howard, Stein, Hudson in an amount not to exceed $18,500.00, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Appointments
Deputy Constables
This is an Annual appointment.

> **Motion:** by Selectman Joyce to approve the Town Manager's appointment of John J. MacGilvary, Thomas J. Buntel, Judith Goffin, John R. Pelletier and Fred A. Correia as Deputy

Constables for 2016, as recommended by Sandra Spence for a term to expire December 31, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes December 15, 2014

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of December 15, 2014 as presented. Seconded by Selectman Askenburg. Selectman Merrill abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes November 2, 2015
Regular Meeting Minutes: November 16, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of November 2, 2015 and November 16, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Joyce:
-Thanked everyone for their well wishes since he fell in his driveway and was hurt.

Selectman Askenburg:
-The School committee will host a Public Input Session on January 26, 2016 at 6:00PM at the South row School Cafeteria. Everyone is welcome.

Selectman Merrill:
-Nashoba Valley Technical High School Committee is interviewing candidates to replace Dr. Klimkewicz as Superintendent since she retired.
-The Public Library will be launching its new website soon.

Chairman Hanson:
-Office hours will be held on Thursdays at Panera Bread from 5:00-6:00PM.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Joyce to enter into Executive Session, not to return to Regular Session for the purpose of discussing strategy with Respect to Collective Bargaining with Police Sergeants Union. Seconded by Selectman Merrill.

Roll Call Vote:
Selectman Askenburg: Aye
Selectman Merrill: Aye
Selectman Dixon: Aye
Selectman Joyce: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 10:15PM

Next Regular Meeting: January 25, 2016.

Approved 2/29/2016

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Memorial Scholarship Award Application Announcement
-Hannaford Helps Flyer
-Proclamation: Opioid Abuse Awareness Month
-List of Committee Vacancies
-One Day License Application
-Town Meeting Warrant Booklet
-Public Input Session Flyer
-Supporting Documents for All Alcohol Package Store License
-Supporting documents for Chelmsford Lodge of Elks
-Supporting documents for Chelmsford Premium Meats
-FAQ document for Chelmsford Choice Energy Aggregation Program
-MMA Award letters
-Citizen Petition application
-Roberts Field Bid Award document
-Deputy Constable letter
-Draft Minutes

Released 2/29/2016
Board of Selectmen
January 11, 2016
Executive Session (following the regular session)

Attending:
Matt Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
Janet Askenburg, Selectman
George Dixon, Selectman
Paul Cohen, Town Manager

Motion: by Vice Chairman Joyce for the Board to go into executive session for the purpose of discussing the salary arbitration matters pending with the Police Sargent's union, whereas that the discussion of such matters in a public forum at this time could jeopardize the Town's ability to protect its interests in these matters. Selectman Merrill seconded.

Motion unanimously approved.

Executive Session began 10:19 p.m.

1. Police Salary Arbitration

Paul Cohen provided an update on the safety labor arbitration process to the Board. The Town had presented an offer to the Sargent's union that matched the recent Patrolman's arbitration award, as approved by the Board of Selectman in their 12/7/15 Executive Session.

The Sargent's union has agreed to resolve their grievance under these terms, with the addition of (1) compensation to officer in command when a lieutenant is not on duty equivalent to 1 hour of overtime and (2) overtime will be compensated at 1.5 times their standard rate in accordance with the Fair Labor Standards Act. The financial impact of these changes was considered nominal.

Vice Chairman Joyce asked whether overtime counted towards pension calculation. Mr. Cohen confirmed only standard pay was applied toward pension.

Mr. Cohen recommended the Board approve this settlement to finalize the arbitration.

Motion: by Vice Chairman Joyce to approve the current Sargent's union arbitration agreement as presented by Mr. Cohen. Selectman Merrill seconded.

Roll Call
Matt Hanson – Aye
Janet Askenburg – Aye
George Dixon – Aye
Laura Merrill – Aye

Bob Joyce – Aye

Motion unanimously approved.

Motion: by Vice Chairman Joyce to close the Executive Session meeting. Selectman Merrill seconded.

Motion unanimously approved.

Adjourn Executive Session 10:32 p.m.

BOARD OF SELECTMEN MEETING AGENDA
January 25, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 JAN 21 PM 3:07
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Public Input Session 2/1/16 7 PM
   - Tricia Dzuris, WinterFest February 5 - 7
   - George Simonian, CHS Alumni Hall of Fame

   Documents: **PUBLIC_INPUT_SESSION_2-01-16.PDF, WINTERFEST-FLYER.PDF, CHS ALUMNI.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **PUBLIC HEARINGS**

   - Transfer of License All Alcohol Restaurant License: From RSRS Foods, LLC, d/b/a Madras Grill to The Indian Palate, Inc. d/b/a Madras Grill, 7 Summer St.

   Documents: **TRANSFER INDIAN PALATE MADRAS GRILL.PDF**

6. **LICENSES**

   - 1 Day License Beer and Wine License: 1/30/16 Cabaret Café Music Chelmsford Center for the Arts, 1A North Rd.
   - 1 Day License Beer and Wine License: 2/21/16 Jazz Jam Chelmsford Center for the Arts, 1A North Rd.
   - 1 Day License Beer and Wine License: 2/27/16 Comedy Show Chelmsford Center for the Arts, 1A North Rd.
   - Change of Manager All Alcohol Restaurant License: Bertucci's Restaurant Corp. d/b/a Bertucci's Brick Oven Ristorante, 14 Littleton Rd.
   - Change of Manager All Alcohol Restaurant License: Festa Realty LLC d/b/a Courthouse Pub, 5 Courthouse Lane
   - Change of Manager All Alcohol Restaurant License: Take Two One Ten Grill LLC d/b/a 110 Grill, 116 Chelmsford St.
   - Pledge of License All Alcohol Restaurant License: Take Two One Ten Grill LLC d/b/a 110 Grill, 116 Chelmsford St.

   Documents: **1 DAY BEER AND WINE LICENSES CCA .PDF, CHANGE OF MANAGER BERTUCCIS.PDF, CHANGE OF MANAGER COURTHOUSE PUB.PDF, CHANGE OF MANAGER 110 GRILL.PDF, PLEDGE OF LICENSE 110 GRILL.PDF**

7. **REPORTS & PRESENTATIONS**

RECEIVED
2021 JAN 21 PM 3:01

- Richard Day, Hotel Regulations on State Homeless Families

8. TOWN MANAGER REPORTS

- Stop Sign Request Intersection of Shaw Street / Newfield Street
- Draft List of Town Meeting Warrant Articles

Documents: **STOP SIGN-NEWFIELD-MANSUR-SHAW.PDF, 2016 SPRING ATM LIST OF WARRANT ARTICLES.PDF**

9. APPOINTMENTS

- Energy Conservation Committee
- Recycling Committee

Documents: **ECC APP-DEFREITAS.PDF, RECYCLING_COMMITTEE_APPLICATION-DAVIDSON.PDF**

10. MEETING MINUTES

- Regular Meeting Minutes: November 2, 2015
- Regular Meeting Minutes: November 16, 2015
- Regular Meeting Minutes: December 7, 2015
- Executive Session Minutes: December 7, 2015

Documents: **11-2-15 BOS MINUTES.PDF, 11-16-15 BOS MINUTES.PDF, 12-7-15 BOS MINUTES.PDF**

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: February 8, 2016

RECEIVED
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TOWN CLERK

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Approved 3/21/2016

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2016 MAR 23 PM 4:34
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ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
January 25, 2016

Attending:

Paul Cohen, Town Manager

Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Not Present:
Matthew Hanson, Chairman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.
Acting Chairman Joyce called the meeting to order at 7:00 PM.

Public Service Announcements
Board of Selectmen Public Input Session: February 1, 2016, Room 204
Mr. Cohen made this announcement, and that the School Committee is hosting a Public Input Session on January 26, 2016. .

Tricia Dzuris, Winterfest, February 5-7, 2016
Ms. Dzuris summarized events happening for this event weekend. A full schedule is available on the Public Library website.

George Simonian, CHS Alumni Hall of Fame
This year's Hall of Fame inductees were read into the record. A ceremony will be held at the Nashua Radisson on May 19, 2016, to which everyone is invited.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Merrill read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Public Hearings
Transfer of All Alcohol Restaurant License: From RSRS Foods, LLC, d/b/a Madras Grill to the Indian Palate, Inc. d/b/a Madras Grill, 7 Summer St.
Atty. Angelique Eliopoulos spoke on behalf of the new business principals. The chef and crew will remain the same, and both principals are TIPS and Serv-Safe certified. The family has extensive restaurant experience in India, and they currently run five Subway Restaurants. The application includes requests for a Common Victualer License and Entertainment License.

The Board had no further questions.

> **Motion:** by Selectman Merrill to approve a Transfer of All Alcohol Restaurant License, a Common Victualer License and an Entertainment License from RSRS Foods, Inc. d/b/a Madras Grill to The Indian Palate, Inc. d/b/a Madras Grill to be exercised at the premises at 7 Summer St. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Licenses

One Day Beer & Wine License: January 30, 2016, Cabaret Cafe Music, Chelmsford Center for the Arts, 1A North Rd.
One Day Beer & Wine License: February 21, 2016, Jazz Jam, Chelmsford Center for the Arts, 1A North Rd.
One Day Beer & Wine License: February 27, 2016, Comedy Show, Chelmsford Center for the Arts, 1A North Rd.

> **Motion:** by Selectman Merrill to approve One Day Beer and Wine Licenses to the Chelmsford Center of the Arts to be exercised on the premises at 1A North Rd. for January 20, 2016 for the hours of 7:00PM-10:00PM, for February 21, 2016 for the hours of 3:30PM-7:30PM, and for February 27, 2016 for the hours of 7:30PM-10:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Change of Manager, All Alcohol Restaurant License: Bertucci's Restaurant Corp., d/b/a Bertucci's Brick Oven Ristorante, 14 Littleton Rd.
Melissa Dougherty was present for any questions.

> **Motion:** by Selectman Merrill to approve the Change of Manager for Bertucci's Restaurant Corp. d/b/a Bertucci's Brick Oven Ristorante from Michael Slayback to Melissa E. Dougherty to be exercised on the premises at 14 Littleton Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Change of Manager, All Alcohol Restaurant License: Festa Realty, LLC d/b/a Courthouse Pub, 5 Courthouse Lane
Travis Jacobs and Sean Blake were present for any questions. The Building Inspector has completed his inspection.

> **Motion:** by Selectman Merrill to approve the Change of Manager for Festa Realty d/b/a Courthouse Pub from Richard Festa to Sean Blake to be exercised on the premises at 5 Courthouse Lane, contingent on completed Board of Health Inspection. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Change of Manager, All Alcohol Restaurant License: Take Two One Ten Grill LLC, d/b/a 110 Grill, 116 Chelmsford St.
Pledge of License, All Alcohol Restaurant License: Take Two One Ten Grill LLC, d/b/a 110 Grill, 116 Chelmsford St.
Ryan Dion and Kim Ennis were present for any questions.

> **Motion:** by Selectman Merrill to approve the Change of Manager for Take Two One Ten Grill, LLC d/b/a 110 Grill from Dawn Fisher to Kim Ennis and to approve a Pledge of License for Take

Two One Ten Grill, LLC d/b/a 110 Grill to be exercised on the premises at 116 Chelmsford St., Seconded by Selectman Dixon. **Motion carries, unanimous.**

Reports & Presentations

Richard Day: Hotel Regulations regarding State Homeless Families

Mr. Day was not present at this time.

Town Manager Reports

Stop Sign request: Intersection of Shaw St. and Newfield St.

The Board was asked to formally approve this request.

Motion: by Selectman Merrill to approve the request to install a 4-way Stop Sign at the corners of Mansur St. and Shaw St. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Draft List of Town Meeting Warrant Articles

The First Draft of the town Meeting Warrant Articles list was read into the record by Mr. Cohen. The Cable Television License will have a presentation in February, and the might be a zoning article added to the warrant.

Appointments

Energy Conservation Committee
Recycling Committee

Motion: by Selectman Merrill to approve the Town Manager's appointment of Alexander DeFreitas to the Energy Conservation Committee and Glenn Davidson to the Recycling Committee for terms to expire June 30, 2016. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes November 2, 2015

Motion: by Selectman Merrill to approve the Regular Meeting Minutes of November 2, 2015 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Regular Meeting Minutes: November 16, 2015

Motion: by Selectman Merrill to approve the Regular Meeting Minutes of November 16, 2015 as presented. Seconded by Selectman Dixon. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes December 7, 2015

Motion: by Selectman Merrill to approve the Regular Meeting Minutes of December 7, 2015 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session Minutes: December 7, 2015

Motion: by Selectman Merrill to approve and release the Executive Session Meeting Minutes of December 7, 2015 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Askenburg:
-The Roberts Field Committee will host a Public Input Session on February 1, 2016 at 7:00PM in Room LL05. Everyone is welcome. Residents unable to attend were asked to complete the survey.

Selectman Merrill:
-An ADA Chairlift will be installed at McCarthy Middle School in time for the Elections. This is being funded by the DPW and CPC.
-The Recycling Committee asked where it was appropriate to place sign boards. Mr. Cohen advised they are generally placed in the triangle by the former Mobil station in the Center, by McCarthy Middle School, and on the triangle by Vinal Square.

Selectman Dixon:
-Condolences were given to the family of Sue Rosa, whose husband recently passed away. A ceremony will be held at the Princeton Station on Wednesday from 4:00PM-8:00PM.
-Congratulations were given to the Town Manager's Office for winning MMA awards for the Town's Annual Report and the Town website.

Selectman Joyce:
-Trish Dzuris was thanked for her work on the Town Annual Report and website.
-Mr. Cohen provided information about absentee ballots for anyone requiring this service.
-Residents were reminded that papers for political office or Town meeting Representative are available until February 11, and must be turned in by February 16 in order to be included on this year's election ballot.
-Mr. Cohen announced there will be a Tri-Board meeting on Wednesday, January 27, 2016 at the School administration Building starting at 7:00PM.

Press Questions

No one came forward at this time.

Adjourn

> **Motion:** by Selectman Merrill to adjourn this meeting at 7:45PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Next Regular Meeting: February 8, 2016.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Public Input Meeting flyer
-Winterfest schedule flyer
-CHS Alumni Association Announcement
-List of Committee Vacancies
-One Day License Applications

-Transfer of License Application
-Change of Manage Applications
-Stop Sign Request
-Town Meeting Warrant Article List
-Committee Applications
-Draft Minutes

REVISED 1/25/16 10

BOARD OF SELECTMEN AGENDA
JOINT MEETING W/ SCHOOL COMMITTEE & FINANCE COMMITTEE
January 27, 2016
School Administration Building, 230 North Road
Chelmsford, MA 01824

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1. 7:00 P.M. **CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**
2. **EVAN BELANSKY: ECONOMIC DEVELOPMENT UPDATE**
3. **FY 2017 BUDGET DISCUSSION**
   - Operational Budget
   - Capital Budget
   - Full Day Kindergarten
4. **PRESS QUESTIONS**

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BOARD OF SELECTMEN AGENDA
JOINT MEETING W/ SCHOOL COMMITTEE & FINANCE COMMITTEE
January 27, 2016
School Administration Building, 230 North Road
Chelmsford, MA 01824

---

1. 7:00 P.M. **CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **FY 2017 BUDGET DISCUSSION**

   - Operational Budget
   - Capital Budget
   - Full Day Kindergarten

3. **PRESS QUESTIONS**

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Patent & Trademark Office

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Town of Chelmsford
Board of Selectmen Minutes
School Administration Building
230 North Rd.
Chelmsford, MA 01824

Tri-Board Meeting MINUTES
January 27, 2016

Board of Selectmen Attending:
Matthew Hanson, Chairman
Robert Joyce Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

Not Present: Janet Askenburg, Selectman

School Committee Attending:
Michael Rigney
Sal Lupoli
Evelyn Thoren
Barbara Skaar
Allen Thomas

Dr. Jay Lang, Superintendent
Michelle Cresta, Business Manager
Linda Hirsch, Assistant Superintendent

Finance Committee Attending:
Tom Gilroy
Stratos Dukakis
James Clancy
Kathy Duffet
Anita Tanini

Not Present:
Margarita Kaliviotas
Eliane Consalvo

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00PM.

Evan Belansky: Economic Development Update
This presentation was prepared in response to an announcement that Kronos was looking to expand, and may need to relocate outside of Chelmsford.

There are 6 million SF of commercial space in Town, an average of 5% of this is vacant at any given time, as companies come and go regularly. Zoning is in place for many types of business except Heavy Industry. Mr. Belansky's office provides assistance with permitting and other issues. He noted that housing is a component of economic development, as many workers want to be near where they work. All

communities are competing against each other nationally. The Planning Board previously proposed Business Amenity Zoning, but it was withdrawn after a Public Hearing where attendees were opposed to it, but this opportunity may need to be looked at again. The Economic Development Committee is under new leadership and has been meeting more regularly, so more initiatives may be announced.

FY 2017 Budget Discussion

Operational Budget

Darlene Lussier, Town Accountant explained revenues and expenditures are coming in as expected. She sees no issues at this time. Excise tax bills will be issued soon, and there have been no snow/ice issues to date.

Capital Budget

Mr. Cohen explained the State budget was released earlier this day, and assistance to cities and towns is decreasing, most notably in Chapter 70 Aid. There is a potential for a $1 million shortfall, depending on increases in assessments and benefits costs which are still pending. Historic data regarding how the budget is funded was provided. Mr. Rigney alluded that a class action suit could be filed by municipalities due to underfunding of required mandates. The goal with this year's budget is to maintain current services and meet costs, which is becoming more difficult as costs increase dramatically. Dr. Lang summarized increases being seen by the School Department, most notably with collective bargaining units and SPED costs. If funding cannot keep up with costs, then level services cannot be met. The pending facilities assessment will help the department make the best use of available space.

John Sousa, Town Treasurer, provided a work sheet with proposed capital improvement projects for the next year.

Full Day Kindergarten

Dr. Lang advised a full report would be sent to attendees. Impacts to facilities would consider SPED classes and full-day Kindergarten. Re-opening the Westlands School was not seen as an affordable option at this time due to decreasing student enrollment numbers. Byam School is looking at additional impacts from a large housing development that will soon be filled in their district.

The pending facilities assessment should be complete by June/July, and will address space utilization. Costs and finances will be looked at next, as more teachers and equipment will be needed. The intent is to implement this program in September of 2017.

When asked about School Choice Funding, Dr. Lang noted that if the student accepted into this program has special needs, then the funding received for this student is often not sufficient to cover the additional costs. The funding received is a set amount, and students are chosen by lottery.

Mr. Cohen noted that some school districts that already have full-day Kindergarten programs are now looking at starting pre-school programs, which would impact facilities needs in the future if this trend is followed.

Mr. Clancy stressed the need to implement alternate revenue sources, as state funding will not improve in the future. Selectman Hanson encouraged attendees to continue collaborative efforts with state legislators.

Press Questions

Approved 3/21/2016

There were no press questions at this time.

Adjourn

Motion: by Selectman Joyce to adjourn the meeting at 9:45PM. Seconded by Mr. Gilroy. **Motion carries, unanimous.**

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:
-Presentation of Fiscal Year 2017 Budget Projection

The public is invited to come and share their thoughts and ideas about the Town with the Board

Please join the

Board of Selectmen

for a

PUBLIC INPUT SESSION

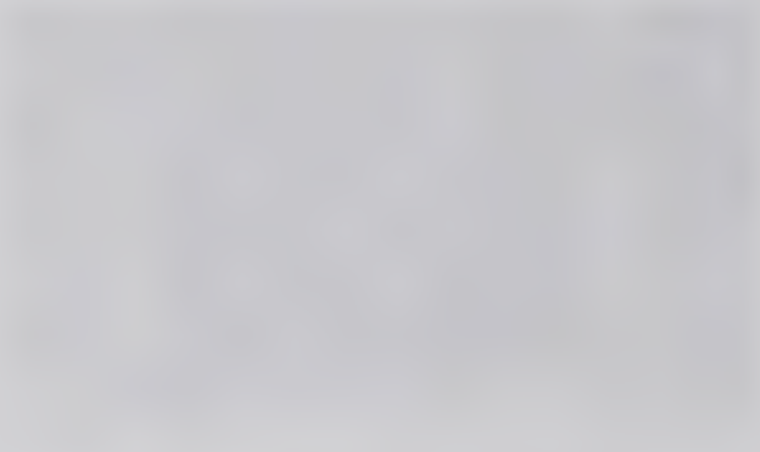
Monday, February 1, 2016

7:00 pm

Town Offices

50 Billerica Road

Room 204



Approved 3/21/2016

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

RECEIVED
2016 MAR 23 PM 4:34
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Public Input Session MINUTES
February 1, 2016

Attending:
Matt Hanson, Chairman
Bob Joyce, Vice Chair
Laura Merrill, Clerk
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Not Present:
Janet Askenburg, Selectman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00PM.

Public Input Forum
Speakers were requested to provide their name and address for the record.

Audience Comments:
Arlene Martino, Littleton, MA, asked the Board to write a letter to legislators Elizabeth Warren, Niki Tsongas, and John Markey requesting that Glass-Stiegel Law be re-enacted. This law was repealed when the Dodd-Frank Act was enacted, and loopholes exist that could create financial collapse.

> **Motion:** by Selectman Dixon to authorize the Chairman to review this legislation and information provided by the speaker prior to drafting a letter as requested. Seconded by Selectman Merrill. **Motion carries, unanimous.**

The Board discussed having Selectman candidates come to a future Board meeting on March 7 to allow them to make introductory presentations prior to the Town election in April.

Tom Gilroy, 14 Temi Rd. encouraged residents to attend shows at the Chelmsford Center of the Arts. All proceeds from the shows go to support future programming and the building's needs.

Chairman Hanson encouraged residents to contact him with ideas on additional venues for Public Input.

Vivian Merrill, Chelmsford Dog Association announced a free dog behavior seminar being held on March 23 & 25 at the Police Station Community Room as a Phase One of the Dog Park Grand Opening, tentatively scheduled for April, 2016.

Pat Wojtas, 24 Elm St. announced a fundraising event being held at Bertucci's on February 18, 2016 from 11:00AM-9:00PM where 10% of your bill will go to benefit the Chelmsford Veterans Memorial Park.

Selectman Dixon complimented Mr. Cohen on his presentation at the previous Tri-Board Meeting. Selectmen Merrill & Joyce hoped people understand that all municipalities are reaching a crisis situation, and this could impact services and personnel. Chairman Hanson advised that the Governor is receiving pushback on his proposed budget. The House and Senate are holding debates and hearings.

There being no further questions, the Public Input Session was ended, and attendees were thanked for coming.

> **Motion:** by Selectman Joyce to adjourn this meeting at 7:19PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

No reference documents were used in this session.

Cancelled 2/8/16
Due to storm

BOARD OF SELECTMEN MEETING AGENDA
February 8, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 FEB -4 PM 3:30
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Pat Wojtas: Bertucci's Fundraiser to support the Veterans Memorial Fund

   Documents: **BERTUCCI_FUNDRAISER.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - Hearing to consider the suspension or revocation of the All Alcohol Restaurant, Common Victualer and Entertainment license of Talwar & Latka LLC, d/b/a India Palace, for the non-payment of taxes

   Documents: **HEARING-INDIA PALACE.PDF**

6. **REPORTS & PRESENTATIONS**

   - John Sousa: Vacate Foreclosure Judgement for 65 Davis Rd.

   Documents: **VACATE FORECLOSURE.PDF**

7. **TOWN MANAGER REPORTS**

   - FY 17 Operating & Capital Budget
   - Draft Spring Annual Town Meeting Warrant
   - Katrina Road Brownfield Site Update

   Documents: **FY17 BUDGET PRESENTATION.PDF, FY17 OPERATING BUDGET.PDF, 2016 SPRING ATM LIST OF WARRANT ARTICLES.PDF, 2016 SPRING ANNUAL TOWN MEETING WARRANT.PDF**

8. **SIGN WARRANT FOR PRESIDENTIAL PRIMARY**

   Documents: **WARRANT-PRESIDENTIAL PRIMARY.PDF**

9. **APPOINTMENTS**

   - Economic Development Commission: Amanda Camerano, term expiring 6/30/2017

10. **MEETING MINUTES**

    - Regular Meeting Minutes: December 21, 2015

- Regular Meeting Minutes: December 28, 2015
- Regular Meeting Minutes: January 11, 2016

Documents: **12-21-15 BOS MINUTES.PDF, 12-28-15 BOS MINUTES.PDF, 1-11-16 BOS MINUTES.PDF**

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

13. EXECUTIVE SESSION
Consider the Value of Real Property

- Chelmsford Forum
- UMass Lowell West Campus

NEXT REGULAR MEETING DATE: February 22, 2016

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2016 FEB -4 PM 3:30
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REVISED 2/29/2016 2:58 PM

BOARD OF SELECTMEN MEETING AGENDA
February 29, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 FEB 29 PM 3:24
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **SELECTMEN CANDIDATES**

   - Glenn Diggs
   - Sandi Martinez
   - Pat Wojtas

3. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Kirk Marshall: ATEF Grant Applications Available

   Documents: **ATEF GRANT APPLICATION.PDF**

4. **OPEN SESSION**

5. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

6. **LICENSES**

   - 1 Day Beer and Wine License: 3/5/16 North Town Hall Advisory Committee, Pre-St. Patrick's Day Celebration, 31 Princeton St
   - 1 Day Beer and Wine License: 3/5/16 Chelmsford Center for the Arts, Concert, 1A North Rd.
   - 1 Day Beer and Wine License: 3/13/16 Chelmsford Center for the Arts, Concert, 1A North Rd.
   - 1 Day Beer and Wine License: 3/20/16 Chelmsford Center for the Arts, Jazz Jam, 1A North Rd.
   - 1 Day Beer and Wine License: 3/31/16 Chelmsford Center for the Arts, Comedy Show, 1A North Rd.
   - 1 Day Beer and Wine License: 3/26/16 Chelmsford Center for the Arts, Bridal Shower, 1A North Rd.
   - 1 Day Beer and Wine License: 4/6/16 Chelmsford Center for the Arts, Mortgage Seminar, 1A North Rd.
   - 1 Day Beer and Wine License: 3/12/16 St. John the Evangelist Parish, St.
   - Patrick's Dinner, 115 Middlesex St.
   - 1 Day All Alcoholic Beverages License: 04/02/16 St. Vartanantz Armenian Church, Spring Dinner/Dance, 180 Old Westford Rd.
   - 1 Day All Alcoholic Beverages License: 6/4/16 St. Vartanantz Armenian Church, Wedding, 180 Old Westford Rd.

   Documents: **1 DAY NTHAC 3 5 2016.PDF, 1 DAY LICENSES CCA MISC**

RECEIVED
FEB 25 2022
TOWN CLERK

DATES.PDF, 1 DAY CCC NAYCHELLE LUCAS 3 26 2016.PDF, 1 DAY CCC ENTERPRISE BANK 4 6 2016.PDF, 1 DAY ST JOHN 3 12 2016.PDF, 1 DAY ST VARTZ 6 4 2016.PDF, 1 DAY ST VARTZ 4 2 2016.PDF

7. **REPORTS & PRESENTATIONS**

- John Sousa: Vacate Foreclosure Judgement for 65 Davis Rd.
- William Harvey III: LIP Proposal, 73 Dalton Road

Documents: **VACATE FORECLOSURE.PDF, LIP-73 DALTON.PDF**

RECEIVED
2016 FEB 29 PM 3:24
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

8. **TOWN MANAGER REPORTS**

- FY 17 Operating & Capital Budget
- Draft Spring Annual Town Meeting Warrant
- Katrina Road Brownfield Site Update

Documents: **FY17 BUDGET PRESENTATION.PDF, FY17 OPERATING BUDGET.PDF, 2016 SPRING ATM LIST OF WARRANT ARTICLES.PDF, 2016 SPRING ANNUAL TOWN MEETING WARRANT.PDF**

9. **TOWN MANAGER BID AWARDS**

- FY17 Valuation Update: Vision Government Solutions

Documents: **BID RESULTS FY17 VALUATION UPDATE.PDF**

10. **APPOINTMENTS**

- Cultural Council: Ymelda Rivera Laxton, term expiring 6/30/2018
- Deputy Constable: Kevin Whippen, term expiring 12/31/2016
- Economic Development Commission: Amanda Camerano, term expiring 6/30/2017

Documents: **CULTURAL COUNCIL-LAXTON.PDF, DEPUTY CONSTABLE-WHIPPEN.PDF, EDC-APPLICATION-CAMERANO.PDF**

11. **MEETING MINUTES**

- Regular Meeting Minutes: December 21, 2015
- Regular Meeting Minutes: December 28, 2015
- Regular Meeting Minutes: January 11, 2016
- Executive Session Minutes: January 11, 2016

Documents: **12-21-15 BOS MINUTES.PDF, 12-28-15 BOS MINUTES.PDF, 1-11-16 BOS MINUTES.PDF**

12. **SELECTMEN LIAISON REPORTS & REFERRALS**

13. **PRESS QUESTIONS**

14. **EXECUTIVE SESSION**
Consider the Value of Real Property

- Chelmsford Forum
- UMass Lowell West Campus
- 27 Katrina Road

NEXT REGULAR MEETING DATE: March 7, 2016

RECEIVED
SEP 25 2017
Commission Secretary

BOARD OF SELECTMEN MEETING AGENDA
February 29, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

---

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **SELECTMEN CANDIDATES**

   - Glenn Diggs
   - Sandi Martinez
   - Pat Wojtas

RECEIVED
2016 FEB 25 PM 2:18
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

3. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Kirk Marshall: ATEF Grant Applications Available

   Documents: **ATEF GRANT APPLICATION.PDF**

4. **OPEN SESSION**

5. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

6. **LICENSES**

   - 1 Day Beer and Wine License: 03/05/16 North Town Hall Advisory Committee, Pre-St. Paddy's Day Celebration, 31 Princeton St
   - 1 Day Beer and Wine License: 03/12/16 St. John the Evangelist Parish, St. Patrick's Dinner, 115 Middlesex St.
   - 1 Day Beer and Wine License: 03/26/16 Chelmsford Center for the Arts, Bridal Shower, 1A North Rd.
   - 1 Day All Alcoholic Beverages License: 04/02/16 St. Vartanantz Armenian Church, Spring Dinner/Dance, 180 Old Westford Rd.
   - 1 Day Beer and Wine License: 04/06/16 Chelmsford Center for the Arts Mortgage Seminar, 1A North Rd.
   - 1 Day All Alcoholic Beverages License: 06/04/16 St. Vartanantz Armenian Church, Wedding, 180 Old Westford Rd.

   Documents: **1 DAY NTHAC 3 5 2016.PDF, 1 DAY ST JOHN 3 12 2016.PDF, 1 DAY CCC NAYCHELLE LUCAS 3 26 2016.PDF, 1 DAY ST VARTZ 4 2 2016.PDF, 1 DAY CCC ENTERPRISE BANK 4 6 2016.PDF, 1 DAY ST VARTZ 6 4 2016.PDF**

7. **REPORTS & PRESENTATIONS**

   - John Sousa: Vacate Foreclosure Judgement for 65 Davis Rd.
   - William Harvey III: LIP Proposal, 73 Dalton Road

   Documents: **VACATE FORECLOSURE.PDF, LIP-73 DALTON.PDF**

RECEIVED
SEP 29 2016
TOWN OF HARWICH
PLANNING BOARD

8. TOWN MANAGER REPORTS

- FY 17 Operating & Capital Budget
- Draft Spring Annual Town Meeting Warrant
- Katrina Road Brownfield Site Update

Documents: **FY17 BUDGET PRESENTATION.PDF, FY17 OPERATING BUDGET.PDF, 2016 SPRING ATM LIST OF WARRANT ARTICLES.PDF, 2016 SPRING ANNUAL TOWN MEETING WARRANT.PDF**

9. TOWN MANAGER BID AWARDS

- FY17 Valuation Update: Vision Government Solutions

Documents: **BID RESULTS FY17 VALUATION UPDATE.PDF**

10. APPOINTMENTS

- Cultural Council: Ymelda Rivera Laxton, term expiring 6/30/2018
- Deputy Constable: Kevin Whippen, term expiring 12/31/2016
- Economic Development Commission: Amanda Camerano, term expiring 6/30/2017

Documents: **CULTURAL COUNCIL-LAXTON.PDF, DEPUTY CONSTABLE-WHIPPEN.PDF, EDC-APPLICATION-CAMERANO.PDF**

11. MEETING MINUTES

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Documents: **12-21-15 BOS MINUTES.PDF, 12-28-15 BOS MINUTES.PDF, 1-11-16 BOS MINUTES.PDF**

12. SELECTMEN LIAISON REPORTS & REFERRALS

13. PRESS QUESTIONS

14. EXECUTIVE SESSION

Consider the Value of Real Property

- Chelmsford Forum
- UMass Lowell West Campus
- 27 Katrina Road

NEXT REGULAR MEETING DATE: March 7, 2016

RECEIVED
2016 FEB 25 PM 2:18
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

RECEIVED
MAR 25 8 18 AM '96
TOWN OF ANDOVER

Approved 3/21/2016

RECEIVED
2016 MAR 23 PM 4:34
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
February 29, 2016

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia and a reporter for the Chelmsford Independent.
Chairman Hanson called the meeting to order at 7:00 PM.

Selectmen Candidates-Introductions

Glenn Diggs
Mr. Diggs provided his work history and said he is running because he is interested in financial things concerning the Town, and wants to see business owners and residents work with town leaders.

Sandi Martinez
Ms. Martinez explained she is running because she has lived here for many years, and wants to help shape the future of Chelmsford.

Pat Wojtas
Ms. Wojtas noted how Board members handle a variety of situations, and she reminded residents to vote in the next upcoming election on March 1.

Public Service Announcements

Kirk Marshall: ATEF Grant Applications Available
Mr. Marshall explained that applications will be accepted through March 31, 2016. Winners will be announced in June. Grants are available to school educators, and donors were thanked for making this program successful.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
One Day Beer & Wine License: 3/5/16 North Town Hall Advisory Committee, Pre-St. Patrick's Day Celebration, 31 Princeton St.

One Day Beer & Wine License: 3/5/16 Chelmsford Center for the Arts, Concert, 1A North Rd.
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One Day All Alcoholic Beverages License: 4/2/16 St. Vartanantz Armenian Church, Spring Dinner/Dance, 180 Old Westford Rd.
One Day All Alcoholic Beverages License: 6/4/16 St. Vartanantz Armenian Church, Wedding, 180 Old Westford Rd.

The applicants for Licenses were not present at this time. There have been no issues with previous applications.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License to the North Town Hall Advisory Committee to be exercised at 31 Princeton St., March 5, 2016 for the hours of 6:30PM-11:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**
>
> **Motion:** by Selectman Joyce to approve One Day Beer and Wine Licenses to the Chelmsford Center for the Arts, 1A North Rd., for March 5, 2016 for the hours of 7:00PM-10:00PM, for March 13, 2016 for the hours of 6:30PM-9:00PM, for March 20, 2016 for the hours of 4:00PM-7:00PM, for March 31, 2016 for the hours of 5:30PM-7:30PM, for March 26, 2016 for the hours of 9:00AM-3:00PM, and for April 6, 2016 for the hours of 5:30PM-7:30PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**
>
> **Motion:** by Selectman Joyce to approve One Day Beer and Wine Licenses to St. John the Evangelist Parish, 115 Middlesex St., for March 12, 2016 for the hours of 5:00PM-11:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**
>
> **Motion:** by Selectman Joyce to approve One Day Beer and Wine Licenses to St. Vartanantz Armenian Church, 180 Old Westford Rd. on April 2, 2016 for the hours of 5:00PM-10:00PM, and on June 4, 2016 for the hours of 5:00PM-11:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports and Presentations
John Sousa: Vacate foreclosure Judgement for 65 Davis Rd.
All past taxes and fees have been paid.

> **Motion:** by Selectman Joyce to vacate the final judgement covering the tax taking made against Brian L. Zaher and Linda S. Zaher for unpaid taxes covering the property at 65 Davis Rd., Chelmsford, upon payment of all taxes, interest, and charges due as provided under MGL 60:69. Seconded by Selectman Merrill. **Motion carries, unanimous.**

William Harvey III: LIP Proposal, 73 Dalton Rd.

A pamphlet was provided to the Board. Mr. Harvey advised that the proposal received unanimous support from the Housing Advisory Board and a letter of support was sent from the Chelmsford Housing Authority. The proposal is to create a 5 unit rental project at 73 Dalton Rd. that will be called the Edward B. Bell Estates. A rendering of the building was shown, and changes will require a new rendering. Mr. Harvey currently owns a 3-unit building at 75 Dalton Rd., 5 units at the Spaulding House next door, and another building on B St. that was developed as a LIP Project. All 5 Units will count toward the 40B Affordable Housing inventory.

Mr. Cohen indicated that his office was not provided information regarding this project, it appears abutter notifications have not been sent out, an application and $1,000.00 fee were not received, and no proof of public involvement has been received to date. Mr. Harvey explained he presented all of the information to the Community Development Office. Chairman Hanson advised the presentation will be continued so the proper process can be followed. Mr. Cohen advised that timing of the continuation would impact which Board members could vote on the proposal due to the upcoming election in April.

Mr. Harvey agreed tonight's presentation was meant to be introductory, and he will return at a future meeting with an amended plan.

Town Manager Reports

Kronos and impacts to Rt. 129

Mr. Cohen was notified today that Kronos will be moving to Crosspoint Towers in Lowell. He met with several representatives to discuss possible expansion options, however, their goal is to have all of their employees at one location, and Crosspoint offered more amenity services than is currently available in their present location.

Mr. Cohen is requesting that zoning considerations on Rt. 129 be discussed for action at Fall Town Meeting, as there is a lot of vacant space in this area, and the region is very competitive for commercial development.

Other Reports

Mass DOT has announced that the contract to replace the Hunt Rd. bridge by Rt. 495 has been awarded. The goal is to allow at least one lane of traffic at all times, similar to what was done when the bridge in North Chelmsford was replaced. The bridge on North Rd. over Rt. 495 will be done later.

Chairman Hanson agreed to follow up with NMCOG on progress with the traffic study that was being done for Stedman St.

FY 17 Operating and Capital Budget

Mr. Cohen outlined highlights of this year's $123 million budget. Increases in benefit costs and assessments and decreases in State Aid continue to negatively impact funding in many areas. Governmental services will remain the same as last year; the Finance Committee is meeting with various departments. Mr. Cohen noted that unfunded Retiree pension liability and OPEB liability are each greater than the entire town's operating budget.

Draft Spring Annual Town Meeting Warrant

The warrant will have 24 Articles, and will be signed at the next meeting. Articles were read into the record, and summarized by Mr. Cohen.

Katrina Rd. Brownfield Site Update
Mr. Cohen provided a history of work done to clean up this site and make it presentable for development. No responses were received to the last two RFP's to try to sell the property. One interested party made an inquiry to lease the property for an indoor sports complex; however, the developer could not get financing to include purchasing the land and doing all the environmental monitoring required because it is a Brownfield site. Housing is not allowed or desired at this location. Chairman Hanson suggested adding a Warrant Article to the Spring Town Meeting to authorize an extended lease period for the site, as Mass. Development needs a decision by June 30, 2016 if the town wants to apply for assistance for monitoring costs.

Town Manager Bid Awards
FY17 Valuation Update: Vision Government Solutions
One bid was received for this work.

> **Motion:** by Selectman Joyce to approve the Town Manager's Bid Award for FY17 Property Valuation Services to Vision Government solutions in an amount not to exceed $33,800.00, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Appointments
Cultural Council: Ymelda Rivera Laxton, term expiring 6/30/2018
Deputy Constable: Kevin Whippen, term expiring 12/31/16
Economic Development Commission: Amanda Camerano, term expiring 6/30/2017

> **Motion:** by Selectman Joyce to approve the Town Manager's appointment of Ymelda Rivera Laxton to the Cultural Council for a term to expire June 30, 2018. Seconded by Selectman Merrill. **Motion carries, unanimous.**

> **Motion:** by Selectman Joyce to approve the Board of Selectmen's appointment of Kevin Whippen as Deputy Constable for a term to expire December 31, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

> **Motion:** by Selectman Joyce to approve the Town Manager's appointment of Amanda Camerano to the Economic Development Committee for a term to expire June 30, 2017. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes December 21, 2015

> **Motion:** by Selectman Askenburg to approve the Regular Meeting Minutes of December 21, 2015 as presented. Seconded by Selectman Merrill. Selectman Joyce abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes: December 28, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of December 28, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Regular Meeting Minutes January 11, 2016

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of January 11, 2016 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Executive Session Minutes: January 11, 2016

Motion: by Selectman Joyce to approve and release the Executive Session Meeting Minutes of January 11, 2016 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Askenburg:
-Residents were reminded that the voting polls were open tomorrow, March 1, 2016 from 7:00AM-8:00PM.

Selectman Joyce:
-Mr. Cohen was asked to look into allegations that Perham St. is being used as a shortcut from Billerica Rd. to Summer St.

Selectman Merrill:
- The Grand Opening ceremony for Chelmsford Woods was well attended and nicely done.
-Nashoba Technical High School has chosen a new superintendent.
-Nashoba Technical High School will be offering a free program to 8th graders from March 7-March 30 to show them what the school offers.
-One-Book authors were listed. Readers can choose from 3 different suspense themed books this year, or read all 3.
-A public input session is being held next week for the School Facility Assessment.

Selectman Dixon:
No referrals.

Chairman Hanson:
No referrals.

Press Questions
No one came forward at this time.

Executive Session

Motion: by Selectman Joyce to enter into Executive Session, not to return to Regular Session for the purpose of considering the value of real property; Chelmsford forum, UMass Lowell West Campus, and 27 Katrina Rd.. Seconded by Selectman Merrill.

Roll Call Vote:
Selectman Askenburg: Aye
Selectman Merrill: Aye
Selectman Dixon: Aye
Selectman Joyce: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 9:25PM

Next Regular Meeting: March 7, 2016.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-ATEF Grant Application
-List of Committee Vacancies
-One Day License Applications
-Memo of January 26, 2016 regarding 65 Davis Rd.
-Letter of February 18, 2016 regarding a LIP Proposal
-FY2017 Operating Budget Presentation
-Town Meeting Warrant Article List
-Memo of February 24, 2016 regarding Bid Results
-Committee Applications
-Draft Minutes

BOARD OF SELECTMEN MEETING AGENDA
March 7, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 MAR -3 PM 3:38
TOWN OF CHELMSFORD
ONDRINA Z. MALONE
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - George Simonian: Proclamation, CHS Alumni Association Hall of Fame Induction, 3/19/16
   - Jim Dolan: Proclamation, Town of Chelmsford Scholarship Month
   - Annual Volunteer Fair, Senior Center - March 12, 10 AM - 12 PM
   - Generation Rx Seminar, Chelmsord Public Library - March 9, 7 PM

   Documents: **CHSAA-HALL OF FAME.PDF, SCHOLARSHIP FUND.PDF, VOL FAIR 2016 FLYER.PDF, GENERATION RX FLYER MARCH 9 LT.PDF, WELLNESS FAIR FLYER 2016.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **PUBLIC HEARINGS**

   - Hearing to consider the suspension or revocation of the All Alcohol Restaurant, Common Victualer and Entertainment license of Talwar & Latka LLC, d/b/a India Palace, for the non-payment of taxes

   Documents: **INDIAPALACE-PUBLIC HEARING.PDF**

6. **REPORTS & PRESENTATIONS**

   - James Dergay: Lease of Sunny Meadow Farm Hillside Parcel for Maple Sugaring

   Documents: **SUNNY MEADOW FARM SITE PLAN.PDF**

7. **TOWN MANAGER REPORTS**

   - Boston & Concord Road and Billerica & Riverneck Road Intersection Redesign Projects Update
   - Katrina Road RFP for Lease of Town-Owned Land for use as an Indoor Multi-Sport Complex

   Documents: **608344 ROUTE 129 AT RIVERNECK PRC APPROVAL DHD 20160226.PDF, 608375 BOSTON AND CONCORD PRC APPROVAL DHD 20160226.PDF**

8. **SIGN WARRANT FOR SPRING ANNUAL TOWN MEETING**

RECEIVED
JUN 2 - 3 00 3:30
OKLAHOMA CORPORATION COMMISSION

Documents: **2016 SPRING ANNUAL TOWN MEETING WARRANT.PDF**

9. **SELECTMEN LIAISON REPORTS & REFERRALS**

10. **PRESS QUESTIONS**

NEXT REGULAR MEETING DATE: March 21, 2016

RECEIVED
2016 MAR -3 PM 3:38
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

RECEIVED
2016 MAR -3 PM 3:30
IOWA UTILITIES BOARD
OKLAHOMA CORPORATION COMMISSION

Approved 4/11/2016

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED
2016 APR 13 PM 3:52
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Regular Meeting MINUTES
March 7, 2016

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Chairman Hanson called the meeting to order at 7:04 PM.

Public Service Announcements
George Simonian: Proclamation, CHS Alumni Association Hall of Fame Induction, March 19, 2016
This year's inductees were read into the record. Proclamation was read by Selectman Joyce and accepted by Mr. Simonian.

Jim Dolan, Proclamation, Town of Chelmsford Scholarship Month
Proclamation was read by Selectman Joyce and accepted by Mr. Dolan. The Town and donors were thanked for their support of this program.

Annual Volunteer Fair, Senior Center, March 12, 2016 10:00AM-12PM
Generation RX Seminar, Chelmsford Public Library, March 9, 2016, 7:00PM
Chairman Hanson announced these events and the Chelmsford Health and Wellness Fair being held on April 2, 2016 at the Senior Center.

Open Session
Glenn Diggs, Precinct 2, asked the Board to follow up on asking Richard Day to come to a future meeting to discuss the legislation relating to keeping homeless families in hotel accommodations. Chairman Hanson will ask him to come to the next regular Board meeting.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Public Hearings
Hearing to consider the suspension or revocation of the All Alcohol Restaurant, Common Victualer, and Entertainment licenses of Talwar & Latka, LLC, d/b/a India Palace, for non-payment of taxes.
John Sousa, Town Treasurer, and Atty. Tom McEnarney of Kopelman & Paige explained $961.49 is due for FY15 and the corporate principals are not responding to letters. A certified letter was signed for on February 23, 2016. A similar situation occurred with this license holder in 2013. The Board agreed to have a letter hand delivered by a police officer to the business address giving them until 4:00PM on

Wednesday, March 9, 2016 to make the payment by certified check. Selectman Joyce asked if legal fees could be recaptured from the license holder. He was advised there is no statutory allowance for such reimbursement.

Motion: by Selectman Joyce that the Board of Selectmen send a letter to Talwar & Latka, LLC which states that payment for past-due taxes must be made by March 9, 2016 via certified bank check or the All Alcohol Restaurant License, Common Victualler License, and Entertainment license will be suspended . Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Joyce to close the Public Hearing for India Palace. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports and Presentations

James Dergay: Lease of Sunny Meadow Farm Hillside Parcel for Maple Sugaring

Mr. Dergay requested the Board's permission to develop a sugarbush for maple syrup production at Sunny Meadow Farm to include a ten year land management agreement on the land. Mr. Cohen advised this would be heard at a Special Town Meeting. The Land Conservation Trust and the Agricultural Commission have no concerns with the request. An RFP will be issued as required by law.

Motion: by Selectman Joyce to authorize the Town Manager to include a warrant article for the Special Town Meeting which will consider a request for a ten year land management agreement for Sunny Meadow Farm to allow maple sugaring activity. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Town Manager Reports

Boston & Concord Rd and Billerica & Riverneck Rd Intersection Re-design Projects Update

Mass DOT has announced these projects are eligible for Federal funding. NMCOG has been asked to apply for the funds. The process is competitive with other communities, and it could take up to five years before any funding is actually received.

Katrina Rd. RFP for Lease of Town-Owned Land for use as an Indoor Multi-Sport Complex

Mr. Cohen reported that Mass. Development has approved this site for use as an indoor sports facility. An RFP has been drafted, and a request for a 25-year lease of the property will be heard at a Special Town Meeting. Mass. Development has agreed to pay $1.3 million toward remediation if the property is in use.

Sign Warrant for Spring Annual Town Meeting

Motion: by Selectman Joyce to approve and sign the Spring Annual Town Meeting Warrant as presented for the meeting to be held on April 25, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Askenburg:

-The Republican Town Committee is hosting a Candidate Debate on March 10, 2016 at 6:30PM at the Police Station Community Room. The debate will be televised.

Selectman Joyce:
-Mr. Cohen was asked to research local options for recovery of legal fees related to repeat offenders.

Selectman Merrill:
- No referrals.

Selectman Dixon:
No referrals.

Chairman Hanson:
-Final Office hours will be held at Panera Bread on Thursday from 5:00-6:00PM.

Press Questions
No one came forward at this time.

Next Regular Meeting: March 21, 2016.

Motion: by Selectman Askenburg to adjourn this meeting at 7:45PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Proclamations for Chelmsford Hall of Fame Induction and Town of Chelmsford Scholarship Month
-Flyers for Volunteer Fair, Generation Rx seminar, and Chelmsford Health & Wellness Fair
-List of Committee Vacancies
-Letter of February 17, 2016 regarding Talwar & Latka, LLC
-Presentation by Jams Dergay for Maple Sugaring at Sunny Meadow Farm
-Letters of February 26, 2016 regarding Intersection projects
-RFP for Katrina Rd.
-Annual Town Election Warrant and Spring Town Meeting Warrant

REVISED 3/21/16 10

BOARD OF SELECTMEN MEETING AGENDA
March 21, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 MAR 21 AM 11:50
TOWN OF CHELMSFORD
ONDRINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. **CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. 7:00 P.M. **JOINT MEETING W/ SCHOOL COMMITTEE & TOWN MODERATOR**

   - Appoint member to Nashoba Valley Technical High School Committee for a 3 year term ending 3/31/2019
   - Appoint alternate member Nashoba Valley Technical High School Committee for a 3 year term ending 3/31/2019

   Documents: NASHOBA-AYER.PDF, NASHOBA-DEFREITAS.PDF

3. **RESOLUTION FOR FULL FUNDING OF FOUNDATION BUDGET REVIEW COMMISSION RECOMMENDATIONS**

   Documents: MRIGNEY-RESOLUTION.PDF, CHAPTER-70-FUNDING-RESOLUTION.PDF, FBRC.PDF

4. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Vivian Merrill, CDA: Should I Stay or Should I Go Training, 3/23 & 3/25 Police Station Community Room
   - Wellness Fair: 4/2 9 AM - Noon
   - Glenn Davison: Town-wide Clean-up, 4/26

   Documents: SHOULD I STAY OR SHOULD I GO.PDF, WELLNESS FAIR FLYER 2016.PDF, CLEANUP FLYER 2016.PDF

5. **COMMITTEE VACANCIES**

   Documents: COMMITTEE VACANCIES.PDF

6. **OPEN SESSION**

7. **PUBLIC HEARINGS**

   - William Harvey III: LIP Proposal, 73 Dalton Road

   Documents: LIP-APPLICATION-73 DALTON RD.PDF, ABUTTERS-LIST.PDF, 20160314105921061.PDF, 20160314111939918.PDF, DPW COMMENTS.PDF, DEPT COMMENTS.PDF

8. **LICENSES**

   - One Day Beer and Wine License: St. John the Evangelist Parish, Baptism Celebration, 115 Middlesex St. 4/17/16

REVISED

RECEIVED
10 JAN 31 AM 11:20

REVISED 3/21/16 JA

- Comcast Cable License Renewal

Documents: 1 DAY ST JOHN 4 17 16.PDF, SUMMARY OF COMCAST CABLE TELEVISION LICENSE RENEWAL - MARCH 2016.PDF, CHELMSFORD RENEWAL LICENSE CLEAN PJE 3-14-16.PDF, CHELMSFORD I-NET DECOMMISION AGREEMENT BY PJE 3-14-16.PDF

9. REPORTS & PRESENTATIONS

RECEIVED
2016 MAR 21 AM 11:50
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

- Kelly Santos: East Chelmsford Field Dedication
- Richard Day: Homeless in Hotels Update

Documents: EAST CHELMSFORD FIELD DEDICATION.PDF

10. TOWN MANAGER REPORTS

- FY17 Health Insurance Premiums
- Bruce Freeman Rail Trail Amenities Agreement/Phase 1

Documents: CHELMSFORD SHELL.PDF, AGREEMENT-PHASE-1-AMENITIES-BFRT.PDF

11. TOWN MANAGER BID AWARDS

- Adams Library Site Work

Documents: BID AWARD SITE PLAN DEVELOPMENT FOR PROPOSED CARRIAGE HOUSE.PDF

12. SIGN WARRANT FOR MAY 2, 2016 SPECIAL TOWN MEETING

Documents: SPECIAL TOWN MEETING WARRANT MAY 2 2016.PDF

13. SCHEDULE RE-ORGANIZATION MEETING

14. APPOINTMENTS

- Roberts Field Improvement Committee: Shayna Micol, term expiring 12/31/2016
- Inspector of Animals: Erik Merrill, term expiring 4/30/2017

Documents: ROBERTS FIELD-MICOL.PDF, INSPECTOR OF ANIMALS.PDF

15. MEETING MINUTES

- Regular Meeting Minute: January 25, 2016
- Tr-Board Meeting Minutes: January 27, 2016
- Public Input Session Minutes: February 1, 2016
- Regular Meeting Minutes: February 29, 2016
- Executive Session Minutes: February 29, 2016

Documents: 1-25-16 BOS MINUTES.PDF, 1-27-16 TRI-BOARD MINUTES.PDF, 2-1-16 BOS PUBLIC INPUT MINUTES.PDF, 2-29-16 BOS MINUTES.PDF

16. SELECTMEN LIAISON REPORTS & REFERRALS

17. PRESS QUESTIONS

BOARD OF SELECTMEN MEETING AGENDA
March 21, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 MAR 17 PM 2:12
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **7:00 P.M. JOINT MEETING W/ SCHOOL COMMITTEE & TOWN MODERATOR**

   - Appoint member to Nashoba Valley Technical High School Committee for a 3 year term ending 3/31/2019
   - Appoint alternate member Nashoba Valley Technical High School Committee for a 3 year term ending 3/31/2019

   Documents: **NASHOBA-AYER.PDF, NASHOBA-DEFREITAS.PDF**

3. **RESOLUTION FOR FULL FUNDING OF FOUNDATION BUDGET REVIEW COMMISSION RECOMMENDATIONS**

   Documents: **MRIGNEY-RESOLUTION.PDF, CHAPTER-70-FUNDING-RESOLUTION.PDF, FBRC.PDF**

4. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Glenn Davison: Town-wide Clean-up, 4/26
   - Vivian Merrill, CDA: Should I Stay or Should I Go Training, 3/23 & 3/25 Police Station Community Room

   Documents: **CLEANUP FLYER 2016.PDF, SHOULD I STAY OR SHOULD I GO.PDF**

5. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

6. **OPEN SESSION**

7. **PUBLIC HEARINGS**

   - William Harvey III: LIP Proposal, 73 Dalton Road

   Documents: **LIP-APPLICATION-73 DALTON RD.PDF, ABUTTERS-LIST.PDF, 20160314105921061.PDF, 20160314111939918.PDF, DEPT COMMENTS.PDF**

8. **LICENSES**

   - One Day Beer and Wine License: St. John the Evangelist Parish, Baptism Celebration, 115 Middlesex St. 4/17/16
   - Comcast Cable License Renewal

   Documents: **1 DAY ST JOHN 4 17 16.PDF, SUMMARY OF COMCAST CABLE TELEVISION LICENSE RENEWAL - MARCH 2016.PDF, CHELMSFORD RENEWAL**

LICENSE CLEAN PJE 3-14-16.PDF, CHELMSFORD I-NET DECOMMISION AGREEMENT BY PJE 3-14-16.PDF

9. REPORTS & PRESENTATIONS

- Kelly Santos: East Chelmsford Field Dedication
- Richard Day: Homeless in Hotels Update

Documents: **EAST CHELMSFORD FIELD DEDICATION.PDF**

10. TOWN MANAGER REPORTS

- FY17 Health Insurance Premiums
- Bruce Freeman Rail Trail Amenities Agreement/Phase 1

Documents: **CHELMSFORD SHELL.PDF, AGREEMENT-PHASE-1-AMENITIES-BFRT.PDF**

11. TOWN MANAGER BID AWARDS

- Adams Library Site Work

Documents: **BID AWARD SITE PLAN DEVELOPMENT FOR PROPOSED CARRIAGE HOUSE.PDF**

12. SIGN WARRANT FOR MAY 2, 2016 SPECIAL TOWN MEETING

Documents: **SPECIAL TOWN MEETING WARRANT MAY 2 2016.PDF**

13. SCHEDULE RE-ORGANIZATION MEETING

14. APPOINTMENTS

- Roberts Field Improvement Committee: Shayna Micol, term expiring 12/31/2016
- Inspector of Animals: Erik Merrill, term expiring 4/30/2017

Documents: **ROBERTS FIELD-MICOL.PDF, INSPECTOR OF ANIMALS.PDF**

15. MEETING MINUTES

- Regular Meeting Minutes: January, 25, 2016
- Tri-Board Meeting Minutes: January 27, 2016
- Public Input Session Minutes: February 1, 2016
- Regular Meeting Minutes: February 29, 2016

Documents: **1-25-16 BOS MINUTES.PDF, 1-27-16 TRI-BOARD MINUTES.PDF, 2-1-16 BOS PUBLIC INPUT MINUTES.PDF, 2-29-16 BOS MINUTES.PDF**

16. SELECTMEN LIAISON REPORTS & REFERRALS

17. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: TBC 4/11/2016

Approved 5/23/2016

RECEIVED
2016 AUG 18 PM 3:04
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
March 21, 2016

Attending:
Matthew Hanson, Chairman
Robert Joyce, Vice Chairman
Laura Merrill, Clerk
George Dixon, Jr., Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Chairman Hanson called the meeting to order at 7:00 PM.

Joint Meeting with School Committee & Town Moderator

School Committee Members Present: Evelyn Thoren, Barbara Skaar, Al Thomas, Mike Rigney (7:05PM) **Not Present**: Sal Lupoli

Appoint Member to Nashoba Valley Technical High School Committee for a 3-year term ending March 31, 2019
Town Moderator Jon Kurland called the Joint Meeting to Order at 7:01PM, and recognized that a quorum was present.

> **Motion:** by Selectman Joyce to nominate Donald Ayer for Nashoba Valley High School Committee. Seconded by Mrs. Thoren. Nomination was accepted by Mr. Ayer.

There were no other nominations.

> **Motion:** bySelectman Joyce to close Nominations for Nashoba Valley High School Committee. Seconded by Mrs. Thoren. **Motion carries, unanimous.**

Roll Call Vote for the nomination of Donald Ayer to the Nashoba Valley Technical High School Committee:
Ms. Skaar: Aye
Mrs. Thoren: Aye
Mr. Thomas: Aye
Selectman Dixon: Aye
Selectman Joyce: Aye
Selectman Merrill: Aye
Selectman Askenburg: Aye
Chairman Hanson: Aye
Motion carries, unanimous.

Appoint Alternate Member to Nashoba Valley Technical High School Committee for a 3-year term ending March 31, 2019

> **Motion:** by Selectman Dixon to nominate Richard DeFreitas as Alternate Member for Nashoba Valley High School Committee. Seconded by Selectman Joyce.. Nomination was accepted by Mr. DeFreitas.

There were no other nominations.

> **Motion:** by Selectman Joyce to close Nominations for Alternate Member to the Nashoba Valley High School Committee. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Roll Call Vote for the nomination of Richard DeFreitas as Alternate Member to the Nashoba Valley Technical High School Committee:
Ms. Skaar: Aye
Mrs. Thoren: Aye
Mr. Thomas: Aye
Selectman Dixon: Aye
Selectman Joyce: Aye
Selectman Merrill: Aye
Selectman Askenburg: Aye
Chairman Hanson: Aye
Motion carries, unanimous.

There was no further business to discuss.

> **Motion:** by Selectman Joyce to adjourn the Joint Meeting at 7:04PM. Seconded by Mrs. Thoren. **Motion carries, unanimous.**

Resolution for Full Funding of Foundation Budget Review Commission Recommendations
School Committee Members remained for this discussion. Mike Rigney arrived at 7:05PM.
Mrs. Thoren advised Committee members would be attending the State's "Day on the Hill" session to lobby in support of receiving more state aid for schools, and she requested a vote of the Board in support of this Resolution.

> **Motion:** by Selectman Joyce to approve the Resolution calling on the Legislature and Governor to adopt and fully fund the recommendations made by the Foundation Budget Review Commission, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Presentation
Selectman Joyce presented Chairman Hanson with a gavel & plaque in recognition of his time served on the Board as a Selectman and a Chairman. He was wished well with all his future endeavors. Chairman Hanson thanked the Board for the recognition.

Public Service Announcements
Vivian Merrill, Chelmsford Dog Association: Should I Stay or Should I Go Training, March 23 & March 25, 2016, Police Station Community Room

Mrs. Merrill explained this free event is open to everyone in preparation for the opening of the new Dog Park. The information presented can used anywhere there are people and dogs.

Wellness Fair: April 2, 2016, 9:00AM-Noon
Selectman Hanson listed some activities that will happen during this event. Everyone is welcome to attend.

Glenn Davison: Town-wide Clean-Up, April 24, 2016
Mr. Davison has organized this event for 5 years. It has grown from a group of 25 families to over 300. Everyone in town is welcome to pick a place to clean and just take care of it.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Joyce read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Public Hearings
William Harvey III: LIP Proposal, 73 Dalton Rd.
Mr. Harvey explained he has developed 6 rental properties in Chelmsford, and this will be his second 40B project. He is proposing to develop 5 single bedroom units in one building to be situated at 73 Dalton Rd. Two units will be deemed Affordable, and all will count towards Chelmsford's housing goal. The building will be called the Edward B. Bell Estates. All utilities are available, no wetland will be impacted and traffic impacts will be minimal. The project will be completely privately funded. A letter to abutters was read into the record, and was hand delivered on March 5, 2016. He received one request for additional plantings for screening which he can accommodate. A site plan and rendering of the building were shown, and there is room for seven parking spaces.

A letter from David Hedison supporting the project was read into the record. Mr. Harvey advised his appeal on a previous project for this site would be dismissed if this project receives approval from the Zoning board of Appeals. Zoning relief would be needed for setbacks and parking requirements, which he will request.

Public Comments:
Sarah Depoian, 79 Dalton Rd. had concerns over people on the third floor being able to see into her yard. She was also concerned that there was not enough room for seven parking spaces, and that excess light would impact her property.

Steven Depoian, 79 Dalton Rd. wanted to clarify the use of the proposed "office space" in the units. Mr. Harvey advised that this was not commercial office space, but as a personal home office.

James Paik, 80 Dalton Rd. felt this project would create too much traffic congestion. Left turns exiting and entering the parking lot would be difficult and dangerous due to poor sight lines. He felt having a 40B here would negatively impact real estate values for surrounding single family homes.

Mr. Cohen clarified that Mr. Harvey's previous proposal was to move a two story historic home with 2300SF to this site. This new proposal is for one three story building with 1560SF per floor.

Joseph Stefanini, 77 Dalton Rd. did not support this project as it creates an invasion of his privacy, is too large, and is not architecturally pleasing. He referenced a one year "cooling off" period needed because of the pending lawsuit.

Mr. Harvey responded to the previous speakers concerns and stated that Mr. Stefanini has already installed a privacy fence along his own property line. Lighting would not be on poles and would have motion sensors so they are not continuously lit. A traffic study would be completed as part of the Zoning Board process. The building will have a full basement that tenants will use for storage, as he does not allow things to be stored in the yards of any of his properties.

John Edward, Housing Advisory Board indicated that because the Safe Harbor period has expired, any appeal of this project would most likely not be successful. The expiry occurred due to not enough housing units being created in a year.

> **Motion:** by Selectman Joyce to close the Public Hearing for 73 Dalton Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Chairman Hanson encouraged Mr. Harvey to continue working with abutters to alleviate their concerns. Mr. Harvey advised that the roofline of this project is lower than the roofline at 75 Dalton Rd. He feels this building will look beautiful. He has received positive feedback from tenants at his other locations that they like where they are living. Mr. Cohen advised the Board that approving this project as a LIP will advance eligibility approval from DHCD. The pending litigation could cause a one year delay if the project is denied as a LIP.

The Board in general agreed that rental units are needed in Chelmsford. Selectman Joyce was not comfortable making a decision at this time out of fairness to the abutters in having their concerns addressed in a timely manner.

> **Motion:** by Selectman Dixon to approve the proposal to create a 5-unit 40B Housing development for 73 Dalton Rd. as a Local Initiative Project (LIP). Seconded by Selectman Askenburg. Selectman Joyce abstained, all others in favor. **Motion carries.**

Licenses:

One Day Beer and Wine License: St. John the Evangelist Parish, Baptism Celebration, 115 Middlesex St., April 17, 2016

The applicant was advised they did not need to appear tonight. The board had no questions on the application.

> **Motion:** by Selectman Joyce to approve a One Day Beer and Wine License to St. John the Evangelist Parish on April 17, 2016 for the hours of 11:30AM-4:00PM to be exercised on the premises at 115 Middlesex St. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Comcast Cable License Renewal

Mr. Cohen explained the current license will expire on March 31, 2016. Changes with the new license were summarized, and now both this license and the Verizon Cable license will expire in 2024. Future services will change what becomes available for the next license.

> **Motion:** by Selectman Joyce to approve the Agreement between the Town of Chelmsford, MA and Comcast of Southern New England, Inc. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports and Presentations

Kelly Santos: East Chelmsford Field Dedication

Ms.Santos explained that Anthony Sousa was her grandfather who spent many hours maintaining this field over the 61 years he lived next to it. Now that the field has been renovated, she requested the board to consider dedicating the field in Mr. Sousa's memory, as he passed away in 2013.

Fran McDougall, 11 Dawn Dr., supported this request on behalf of the CIVIC Committee. Chairman Hanson suggested recognition for the Sousa Family, as many of them still live in the area. Mr. Cohen noted that one part of the family donated some land to the field. The CIVIC Committee was authorized to determine the name of the dedication, develop an appropriate marker & ceremony for this field.

> **Motion:** by Selectman Joyce that the East Chelmsford playground be re-named in recognition of the Sousa Family, and to authorize the CIVIC Committee to work with the family to organize a ceremony. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Richard Day: Homeless in Hotels Update

Mr. Day explained that his Board created a regulation in response to the State's failure to find permanent locations for families staying in local hotels in a timely manner. Governor Baker has recognized this problem, and is actively working on developing a new program which will locate these families in permanent housing that is more economical and meets minimum human habitation standards. The families will retain the option to continue current out-of-district bussing arrangements to keep the children in their original school systems. The Board of Health never intended to force the families out of the hotels, but wanted to ensure the needs of the families would be met in time for the State's July 15, 2016 deadline.

Town Manager Reports

FT 17 Health Insurance Premiums

Mr. Cohen announced that municipal employee health insurance costs would be increasing 4.1%, and that this will be the third year of the current health insurance agreement.

Bruce Freeman Rail Trail amenities Agreement/Phase I

Tom Gazda, Vice-Chairman of the Bicycle and Pedestrian Advisory Committee reported that the agreement between the Massachusetts Department of Transportation and the Towns of Westford & Chelmsford and the City of Lowell will streamline the process of making improvements to the trail, enabling the communities to make requested improvements in a more timely manner. Town Counsel has reviewed the agreement and has no concerns. Mr. Gazda asked the Board to adopt this agreement.

> **Motion:** by Selectman Joyce to approve the Agreement Relative to Improvements and Amenities for Bruce Freeman Rail Trail (Phase I), as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Town Manager Bid Awards

Adams Library Site Work

> **Motion:** by Selectman Joyce to approve the Town Manager's Bid Award for Site Plan Development of the proposed Carriage house at 10 Bartlett St. to W.L. French Excavating corp., 3 Survey Circle, No. Billerica, MA for an amount not to exceed $246,000.00. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Sign Warrant for May 2, 2016 Special Town Meeting
The four Articles to be heard were summarized by Mr. Cohen.

> **Motion:** by Selectman Joyce to approve and sign the Special Town Meeting Warrant as presented for the meeting to be held on May 2, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Schedule Re-Organization Meeting
This meeting will be held on Thursday, April 7, 2016 from 4:00-6:00PM.

Appointments
Roberts Field Improvement Committee: Shayna Micol, term expiring December 31, 2016

> **Motion:** by Selectman Joyce to approve the Town Manager's Appointment of Shayna Micol to the Roberts Field Improvement Committee for a term to expire on December 31, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Inspector of Animals: Erik Merrill, term expiring April 30, 2017

> **Motion:** by Selectman Joyce to approve the Town Manager's Appointment of Erik Merrill as Inspector of Animals for a term to expire on April 30, 2017. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Meeting Minutes
Regular Meeting Minutes January 25, 2016

> **Motion:** by Selectman Joyce to approve the Regular Meeting Minutes of January 25, 2016 as presented. Seconded by Selectman Merrill. Chairman Hanson abstained, all others in favor. **Motion carries.**

Tri-Board Meeting Minutes January 27, 2016

> **Motion:** by Selectman Joyce to approve the Tri-Board Meeting Minutes of January 27, 2016 as presented. Seconded by Selectman Merrill. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Public Input Session Meeting Minutes February 1, 2016

> **Motion:** by Selectman Joyce to approve the Public Input Session Meeting Minutes of February 1, 2016 as presented. Seconded by Selectman Merrill. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes: December 28, 2015

> **Motion:** by Selectman Joyce to approve the Regular Meeting Minutes of December 28, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Regular Meeting Minutes December 21, 2015

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of December 21, 2015 as presented. Seconded by Selectman Merrill. Selectman Joyce abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes: December 28, 2015

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of December 28, 2015 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Askenburg:
-The.

Selectman Joyce:
-Mr. Cohen.

Selectman Merrill:
- No referrals.

Selectman Dixon:
No referrals.

Chairman Hanson:
-Final 5:00-6:00PM.

Press Questions
No one came forward at this time.

Next Regular Meeting: TBD post Election

Motion: by Selectman Askenburg to adjourn this meeting at 7:45PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Memo from Donald Ayer
-Supporting documents for Foundation Budget Review
-Flyer for town-wide Clean-up Day & the Chelmsford Wellness Fair
-List of Committee Vacancies
-Presentation for 73 Dalton Rd.
-One Day Beer & Wine License documents
-Summary of Comcast Cable Television License Renewal and Supporting Documents

-Memo from Kelly Santos regarding East School field
-Board of Health Regulation document for Lodging Establishments
-Document regarding Health Insurance price increases
-Multi-town Rail trail Agreement document
-Bid Award for Library Carriage house Site work
-Special town Meeting Warrant
-Committee application
-Inspector of Animals appointment letter
- Draft minutes

BOARD OF SELECTMEN MEETING AGENDA
April 7, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. CALL TO ORDER - 6:00 PM

- ELECTION OF OFFICERS

ADJOURN

RECEIVED
2016 MAR 22 PM 4:00
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

RETURNED
MAY 25 1990
UNIVERSITY OF CALIFORNIA

REVISED 4/8/16 10

BOARD OF SELECTMEN MEETING AGENDA
April 11, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Glenn Davison: Earth Day Proclamation
   - Kate Crawford &Linda Lee Giordano, Chelmsford Garden Club: Arbor Day Proclamation

   Documents: **EARTH DAY.PDF, ARBOR DAY-16.PDF**

RECEIVED
2016 APR -8 PM 2:51
TOWN OF CHELMSFORD
DONORINA Z. MALONEY
TOWN CLERK

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - 1 Day License Beer and Wine 4/16/16 Wedding CCA 1 North Rd.
   - 1 Day License Beer and Wine 4/17/16 Jazz Jam CCA 1 North Rd.
   - 1 Day License Beer and Wine 4/17/16 Gallery Reception CCA 1 North Rd.
   - 1 Day License Beer and Wine 4/30/16 Gala CCA 1 North Rd.
   - 1 Day License All Alcohol 4/23/16 Roberts Field Improvement Committee Fundraiser Senior Center 75 Groton Rd.
   - 1 Day License Beer and Wine 4/23/16 Wine Tasting St. Mary Parish 25 North Rd.
   - 1 Day License Beer and Wine 5/4/16 NTHAC Paint Party Fundraiser CCC 31 Princeton St.
   - 1 Day License Beer and Wine 5/7/16 Huntington Disease Society Fundraiser Senior Center 75 Groton Rd.

   Documents: **1 DAY CCA-4-16-30.PDF, 1 DAY ROBERTS FIELD IMPROVEMENT.PDF, 1 DAY ST MARY .PDF, 1 DAY NTHAC.PDF, 1 DAY HUNTINGTONS DISEASE.PDF**

6. **REPORTS & PRESENTATIONS**

   - Gary Ryan: Request for Purchase of a New Fire Engine

   Documents: **FIRE APPARATUS.PDF, MARCH 24, 2016-RESERVE ENGINE 6-PUMP TEST REPORT.PDF**

7. **TOWN MANAGER REPORTS**

   - Request for No Parking signs at entrance and exit of Wellman Ave

- Katrina Road Indoor Sports Complex RFP Due on May 13
- State Notice of FY17 Chapter 90 Road Construction Funding

REVISED 4/8/16 JQ

Documents: **WELLMAN AVE.PDF, KATRINA RD RFP.PDF, KATRINA RD REMEDIATION GRANT.PDF, CHAPTER90FUNDING.PDF**

8. TOWN MANAGER BID AWARDS

- Library Carriage House Construction

Documents: **CARRIAGE HOUSE AWARD.PDF**

9. SIGN SPECIAL TOWN MEETING WARRANT FOR MONDAY, MAY 2 AT 8:00 P.M.

Documents: **SPECIAL TOWN MEETING WARRANT2 MAY 2 2016.PDF**

10. RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES

Documents: **2016 SPRING ANNUAL TOWN MEETING PRESENTATION.PDF, 2016 STM LIST OF WARANT ARTICLES.PDF**

11. APPROVE BOARD OF SELECTMEN MEETING SCHEDULE

Documents: **BOARD OF SELECTMEN MEETING SCHEDULE 2016-2017.PDF**

12. APPOINTMENTS

- Center for the Arts Advisory Board: Cherrice Lattimore, unexpired 1 year term ending 6/30/2016
- Vinal Square Strategic Action Plan Committee: Kenneth Pantuso, unexpired 1 year term ending 6/30/2016
- BOS NMCOG REpresentative

13. MEETING MINUTES

- Regular Meeting Minutes: March 7, 2016

Documents: **3-7-16 BOS MINUTES.PDF**

RECEIVED
2016 APR -8 PM 2:51
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

14. SELECTMEN LIAISON REPORTS & REFERRALS

15. PRESS QUESTIONS

16. EXECUTIVE SESSION

- Strategy with Respect to Collective Bargaining
- Consider the Value of Real Property – UMass Lowell West Campus

NEXT REGULAR MEETING DATE: TBC May 9, 2016

BOARD OF SELECTMEN MEETING AGENDA
April 11, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 APR -7 PM 12:59
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Captain John Greenwood: Patriot's Day Minuteman March

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - 1 Day License Beer and Wine 4/16/16 Wedding CCA 1 North Rd.
   - 1 Day License Beer and Wine 4/17/16 Jazz Jam CCA 1 North Rd.
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   - 1 Day License Beer and Wine 5/7/16 Huntington Disease Society Fundraiser Senior Center 75 Groton Rd.

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6. **REPORTS & PRESENTATIONS**

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   - Katrina Road Indoor Sports Complex RFP Due on May 13
   - State Notice of FY17 Chapter 90 Road Construction Funding

Documents: **WELLMAN AVE.PDF, KATRINA RD RFP.PDF, KATRINA RD REMEDIATION GRANT.PDF, CHAPTER90FUNDING.PDF**

RECEIVED
2016 APR -7 PM 12:59
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

8. **TOWN MANAGER BID AWARDS**

   - Library Carriage House Construction

   Documents: **CARRIAGE HOUSE AWARD.PDF**

9. **SIGN SPECIAL TOWN MEETING WARRANT FOR MONDAY, MAY 2 AT 8:00 P.M.**

   Documents: **SPECIAL TOWN MEETING WARRANT2 MAY 2 2016.PDF**

10. **RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES**

    Documents: **2016 SPRING ANNUAL TOWN MEETING PRESENTATION.PDF, 2016 STM LIST OF WARANT ARTICLES.PDF**

11. **APPOINTMENTS**

    -
    - Center for the Arts Advisory Board: Cherrice Lattimore, unexpired 1 year term ending 6/30/2016
    - Vinal Square Strategic Action Plan Committee: Kenneth Pantuso, unexpired 1 year term ending 6/30/2016

    Documents: **CCA-LATTIMORE.PDF, VSSAP-PANTUSO.PDF**

12. **APPROVE BOARD OF SELECTMEN MEETING SCHEDULE**

    Documents: **BOARD OF SELECTMEN MEETING SCHEDULE 2016-2017.PDF**

13. **MEETING MINUTES**

    - Regular Meeting Minutes: March 7, 2016

    Documents: **3-7-16 BOS MINUTES.PDF**

14. **SELECTMEN LIAISON REPORTS & REFERRALS**

15. **PRESS QUESTIONS**

16. **EXECUTIVE SESSION**

    - Strategy with Respect to Collective Bargaining
    - Consider the Value of Real Property – UMass Lowell West Campus

NEXT REGULAR MEETING DATE: TBC May 9, 2016

Approved 6/27/2016

RECEIVED
2016 JUN 29 PM 2:49
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
April 11, 2016

Attending:
George Dixon, Jr., Chairman
Patricia Wojtas, Vice Chairman
Laura Merrill, Clerk
Robert Joyce, Selectman
Glenn Diggs, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia, and Brendan Lewis of the Lowell Sun.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements
Kate Crawford & Linda Lee Giodano, Chelmsford Garden Club: Arbor Day Proclamation
Ms. Crawford announced this year's ceremony would be held at the library on April 29, 2016 at 4:00PM to plant a Magnolia Tree. Everyone is welcome.

Proclamation was read by Selectman Wojtas and accepted by Ms. Crawford.

Glenn Davison: Earth Day Proclamation
Mr. Davison reminded residents that this year's Town-wide clean-up day is April 24, 2016.

Proclamation was read by Selectman Wojtas and accepted by Mr. Davison.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
One Day Beer and Wine License: April 16, 2016, Wedding, CCA, 1A North Rd.
One Day Beer and Wine License: April 17, 2016, Jazz Jam, CCA, 1A North Rd.
One Day Beer and Wine License: April 17, 2016, Gallery Reception, CCA, 1A North Rd.
One Day Beer and Wine License: April 30, 2016, Gala, CCA, 1A North Rd.

Motion: by Selectman Wojtas to approve four One Day Beer and Wine Licenses for the Chelmsford Center of the Arts on April 16, 2016, for the hours of 3:00PM-9:00PM, April 17, 2016 for the hours of 4:00PM-7:00PM, April 17, 2016 for the hours of 2:00PM-4:00PM, and for April 30, 2016 for the hours of 6:00PM-9:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day All Alcohol License: April 23, 2016, Roberts Field Improvement Committee Fundraiser, Senior Center, 75 Groton Rd., North Chelmsford

> **Motion:** by Selectman Wojtas to approve a One Day All Alcohol License for the Roberts Field Improvement Committee on April 23, 2016, for the hours of 7:00PM-11:00AM, to be exercised on the premises at 75 Groton Rd.. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day Beer and Wine License: Wine Tasting, St. Mary's Parish 25 North Rd , April 23, 2015

> **Motion:** by Selectman Wojtas to approve a One Day Beer and Wine License for St. Mary's Parish on April 23, 2016, for the hours of 5:00PM-10:00PM, to be exercised on the premises at 25 North Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day Beer and Wine License: NTHAC Paint Party Fundraiser, May 4, 2016, Chelmsford Community Center, 31 Princeton St.

> **Motion:** by Selectman Wojtas to approve a One Day Beer and Wine License for the North Town Hall Advisory Committee on May 4, 2016, for the hours of 6:00PM-10:00PM, to be exercised on the premises at 31 Princeton St. Seconded by Selectman Merrill. **Motion carries, unanimous.**

One Day Beer and Wine License: Huntington Disease Society Fundraiser, May 7, 2016, Senior Center, 75 Groton Rd.

> **Motion:** by Selectman Wojtas to approve a One Day Beer and Wine License for the Huntington Disease Society of America on May 7, 2016, for the hours of 5:00PM-9:00PM, to be exercised on the premises at 75 Groton Rd. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Reports and Presentations

Gary Ryan: Request for Purchase of a New Fire Engine

Chief Ryan explained that Reserve Engine #6 is ready for replacement as it needs mechanical repairs for which parts are no longer available. The unit was scheduled for replacement in FY18. Engine 5 would be put into Reserve once a new vehicle is put online. Reserve units are used when a regular unit is offline for maintenance or repairs. Selectman Joyce requested more information on the proposed replacement units.

Mr. Cohen noted the proposed funding sources for this equipment, and that it will require no borrowing.

Selectman Diggs asked how often the Reserve Engine is used. Chief Ryan replied that it is used frequently, since all engines require periodic maintenance.

Town Manager Reports

Request for No Parking signs at the Entrance and Exit of Wellman Ave.

Locations of the signs were clarified for the Board's information. Selectman Diggs explained the request is being made so that people have a place to pull over if needed when long trains are crossing the road.

> **Motion:** by Selectman Wojtas to approve the installation of No-Parking signs for Wellman Ave. as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Katrina Rd. Indoor Sports Complex RFP Due on May 13

Mr. Cohen announced that RFP is being published this Wednesday, and responses are due by May 13, 2016.

State Notice of FY17 Chapter 90 Road Construction Funding
Information regarding this bond authorization will be made available on the town website. Chelmsford's portion of this $200 million bond authorization is $1,173,744.00.

Town Manager Bid Award
Library Carriage House Construction
Four bids were received for this project.

> **Motion:** by Selectman Wojtas to award the bid for the Library Carriage House Construction to MJS Construction, 20 Del Carmine St., Wakefield, MA for an amount not to exceed $83,400.00. Seconded by Selectman Merrill. Selectman Joyce opposed, all others in favor. **Motion carries, 4-1.**

Selectman Joyce requested that brickwork be included in the façade of the building, so that it looks like the other buildings around it. Mr. Persichetti advised that the Library Trustees and the Planning Board approved the design, including the façade.

Sign Special Town Meeting Warrant for Monday, May 2 at 8:00PM

> **Motion:** by Selectman Wojtas to sign and post the Warrant for a Special Town Meeting for One Article to be held on May 2, 2016 at 8:00PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Recommendations on Town Meeting Warrant Articles

Article 1-Reports of Town Officers and Committees do not need a formal vote.

Article 2-Amend Fiscal Year 2016 Operating Budget.
No action was requested at this time. The Board will discuss this article at their April 25, 2016 meeting.

Article 3-Nashoba Valley Technical School District-FY17 Assessment.

> **Motion:** by Selectman Wojtas to recommend approval of Article 3, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 4-Fiscal Year 2017 Chelmsford Public Schools Operating Budget.
The Finance Committee and the School Committee have not voted their recommendations of this Article.

> **Motion:** by Selectman Joyce to defer voting on Article 4, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 5-Fiscal Year 2016 General Government Operating Budget.

> **Motion:** by Selectman Wojtas to recommend approval of Article 5, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 6- Funding for Collective Bargaining Agreements.
No Agreements have been reached, therefore No Action is needed.

Article 7- Finance Committee Reserve Fund.

Selectman Joyce felt the requested amount for this Article was too high.

Motion: by Selectman Wojtas to recommend approval of Article 7, as presented. Seconded by Selectman Merrill. Selectman Joyce opposed, all others in favor. **Motion carries, 3-2.**

Article 8- Fiscal Year 2017 Sewer Enterprise Operating Budget.

Motion: by Selectman Wojtas to recommend approval of Article 8, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 9- Fiscal Year 2017 Golf Course Enterprise Operating Budget.

Motion: by Selectman Wojtas to recommend approval of Article 9, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 10- PEG Access and Cable Related Enterprise Fund & FY17 Operating Budget.
This is a new Enterprise Fund, required by new state regulations. Mr. Cohen explained that it will be funded by a surcharge that is included on all cable bills.

Motion: by Selectman Wojtas to recommend approval of Article 10, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 11- Annual Authorization of Departmental Revolving Funds.

Motion: by Selectman Wojtas to recommend approval of Article 11, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 12- Fiscal Year 2017 Capital Budget.
The list of requests was read by Mr. Cohen. Selectman Joyce suggested the budget should be for a smaller amount.

Motion: by Selectman Wojtas to recommend approval of Article 12, as presented. Seconded by Selectman Diggs. Selectmen Joyce and Merrill opposed, all others in favor. **Motion passes, 3-2.**

Article 13-Chelmsford Forum Parking Lot Re-Surfacing
Mr. Cohen explained the funds are available in a revolving account which comes from the operations of the facility, as required by legislation that controls the property. Money spent would be used to offset the acquisition cost of the facility when the legislation expires in 2018. If the Town decides not to acquire the property at that time, the collected funds in the account would go to the next owner of the property.

Motion: by Selectman Wojtas to recommend approval of Article 13, as presented. Seconded by Selectman Merrill. Selectmen Joyce opposed, all others in favor. **Motion carries, 4-1.**

Article 14-Cemetery Improvement and Development Fund.

Motion: by Selectman Wojtas to recommend approval of Article 14, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 15-Community Action Program Fund.

Motion: by Selectman Wojtas to recommend approval of Article 15, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 16- Community Preservation Fund: FY17 Debt Service, Admin. Expenses & Reserves.

> **Motion:** by Selectman Wojtas to recommend approval of Article 16, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 17-Citizen Petition-Rezone Parcel at 50 Hunt Rd.
The Planning Board did not support the Article.
The Board elected to defer a recommendation on this Article.

Article 18-Zoning Bylaw Amendment-CEIOD (Community Enhancement & Investment Overlay District) Dimensional Regulations for Buildings and Structures.
The Board wished to defer a recommendation on this Article until the Community Development Director meets with the Board to explain the changes that result from this article.

Article 19-Bylaw Amendment: Increase Penalty for Deposit of Snow on Roadway, Sidewalk or Hydrant
The penalty for depositing snow on public property would increase from $25.00 to $50.00. Selectman Joyce asked if there was a penalty for depositing snow onto private property.

> **Motion:** by Selectman Wojtas to recommend approval of Article 19, as presented. Seconded by Selectman Merrill. Selectman Joyce opposed, all others in favor. **Motion carries, 4-1.**

Article 20-Bylaw Amendment: Conservation Commission, Commercial Water Withdrawal from Streams and Waterways.

> **Motion:** by Selectman Wojtas to recommend approval of Article 20, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 21-Transfer Smith St. Parcel for Conservation Purposes.

> **Motion:** by Selectman Wojtas to recommend approval of Article 22, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 22-Transfer Oak Hill Access Pathway for Conservation Purposes.

> **Motion:** by Selectman Wojtas to recommend approval of Article 22, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

2016 Special Town Meeting #1 List of Warrant Articles
Article 1-25-27 Katrina Rd. Lease for Multi-Sport Complex
Mr. Cohen explained that utilization of the property enables the Town to pursue additional grants for monitoring the pollution levels on the property.

> **Motion:** by Selectman Wojtas to recommend approval of Article 1, as presented. Seconded by Selectman Diggs. Selectman Merrill opposed, all others in favor. **Motion carries, 4-1.**

Article 2-Land Management Agreement for Sugar Maple Farming at 255 Acton Rd.
This will be a 10-year lease, which can be renewed.

> **Motion:** by Selectman Wojtas to recommend approval of Article 2, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 3-Rescind Unexpended Appropriations for Completed CPC Funded Projects.

> **Motion:** by Selectman Wojtas to recommend approval of Article 3, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Article 4-Community Preservation Fund Open Space & Recreation Preservation
This will replenish funds in the Open Space Capital Improvement Account and the Recreation Capital Improvement Account managed by the community Preservation Committee.

> **Motion:** by Selectman Wojtas to recommend approval of Article 4, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous.**

2016 Special Town Meeting #2 List of Warrant Articles
Article 1-Purchase and Equip Fire Engine
Recommendation on this Article was deferred pending receipt of more information.

Approve Board of Selectmen Meeting Schedule
The proposed meeting schedule for the upcoming year was presented, and can be changed as needed.

Appointments
Center for the Arts Advisory Board: Cherrice Lattimore, unexpired one-year term ending June 30, 2016
Vinal Square Strategic Action Plan Committee: Kenneth Pantuso, unexpired 1 year term ending June 30, 2016

> **Motion:** by Selectman Wojtas to approve the appointment of Cherrice Lattimore to the Center for the Arts Advisory Committee for a term to expire June 30, 2016 and Kenneth Pantuso to the Vinal Square Strategic Action Plan Committee for a term to expire June 30, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous.**

BOS NMCOG Representative
Selectman Wojtas asked for the Board's support as the representative to this organization. She currently serves as an alternate.

> **Motion:** by Selectman Merrill to appoint Selectman Wojtas as the Board's representative to NMCOG. Seconded by Selectman Diggs. **Motion carries, unanimous.**

The Town Manager is responsible for the appointment of the Alternate.

Meeting Minutes
Regular Meeting March 7, 2016

> **Motion:** by Selectman Merrill to approve the Regular Meeting Minutes of March 7, 2016 as presented. Seconded by Selectman Joyce. Selectman Diggs and Wojtas abstained, all others in favor. **Motion carries, 3-0.**

Selectmen Liaison Reports and Referrals

Approved 6/27/2016

Selectman Joyce:
-The Town Manager was asked if an audit could be requested of the current Town's towing provider. Mr. Cohen advised the Police Chief could be asked to provide information. He has noted no concerns to date. Many of the rates charged by the towing companies for police tows are regulated by the Department of Public Utilities. Specific concerns can be reviewed on a case basis.
-The Town Manager was asked for available information regarding which residents have not hooked up to the sewer system yet. He noted that information is available from Richard Day at the Board of Health.

Selectman Merrill:
-The next School Facilities public hearing will be May 4, 2016 at 4:00PM. Parents were encouraged to attend this session, as attendance at previous hearings has been sparse.

Selectman Diggs:
-He reported that he also attended the Facilities Assessment meeting, and encouraged others to attend.

Selectman Wojtas:
- The three latest graduates of the Firefighters Academy were congratulated.
-Selectman Wojtas accompanied the group that traveled to New York to retrieve a remnant of the World Trade Center which will be permanently displayed at the Town's 9/11 Memorial. A formal ceremony will be held on September 11, 2016.
-The Library is hosting a Poetry Slam on April 22, 2016 starting at 7:00PM.
- The Chelmsford Minutement will be participating in a March from Chelmsford to Concord on Patriots Day. All are welcome to join them, as they step off from the Chelmsford Common at 4:00am.

Chairman Dixon:
-Residents were encouraged to get involved in Town functions and activities. He noted that turnout at the last election was low.
-John Harrington was congratulated for his commitment to serve another three years with the Center Water District.

Press Questions
No one came forward at this time.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session for the purpose of discussing strategy with Respect to Collective Bargaining and to consider the Value of Real Property-UMass West Lowell Campus. Seconded by Selectman Merrill.

Roll Call Vote:
Selectman Joyce: Aye
Selectman Merrill: Aye
Selectman Wojtas: Aye
Selectman Diggs: Aye
Chairman Dixon: Aye

Regular Session was adjourned at 9:05PM

Next Regular Meeting: May 9, 2016.

Approved 6/27/2016

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Arbor Day Celebration Flyer & Proclamation
-Proclamation for Earth Day
-List of Committee Vacancies
-One Day License applications
-Supporting documents for Chelmsford Fire Truck Request
-Memo of March 25, 2016 regarding Wellman Ave.
-Memo of April 1, 2016 regarding Katrina Rd. RFP
-Memo of March 30, 2016 regarding Chapter 90 funds
-Bid Award supporting documents for the Library Carriage House
-Special Town Meeting Warrant
-Presentation of Spring Town Meeting Warrant Articles
-Board Meeting Schedule
-Committee Applications
-Meeting Minutes

BOARD OF SELECTMEN MEETING AGENDA
April 25, 2016
Senior Center, 75 Groton Road
N. Chelmsford, MA 01863

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1. **6:30 P.M. CALL TO ORDER**

2. **RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES**

   Documents: **2016 STM LIST OF WARANT ARTICLES.PDF**

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2016 APR 20 PM 2:56
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

BOARD OF SELECTMEN MEETING AGENDA
April 25, 2016
Senior Center, 75 Groton Road
N. Chelmsford, MA 01863

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1. **6:30 P.M. CALL TO ORDER**

2. **RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES**

   Documents: **2016 STM LIST OF WARANT ARTICLES.PDF**

Approved 7/11/2016

RECEIVED
2016 OCT 20 PM 3:51
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Rd, North Chelmsford, MA 01863

April 25, 2016, 6:30 p.m.
Regular Meeting

Attending:
George Dixon, Chairman
Pat Wojtas, Vice Chairman
Laura Merrill, Clerk
Glenn Diggs, Selectman
Robert Joyce, Selectman

Paul Cohen, Town Manager
Gary Ryan, Fire Chief
Evan Belansky, Community Development Director

Chairman Dixon called the meeting to order at 6:30 p.m.

1. **Purchase of New Fire Truck (STM #2 Article #1)**
   Fire Chief Gary Ryan updated the Board regarding the search for a replacement fire truck. The department had identified a manufacturer demonstration vehicle that could be purchased at a reduced price, and they were in the process of verifying the truck met all their requirements. The final price of the vehicle was still unknown.

   Chairman Dixon and Selectman Joyce brought up concerns that the vehicle and pump models were different from those in the current fleet. Chief Ryan noted that the City of Lawrence was looking at purchasing the same model truck.

   Mr. Cohen identified potential funding sources for the fire truck purchase: $228K excess snow and ice fund, $90K debt refinance, $330K Finance Committee fund.

   Motion: by Vice Chairman Wojtas to recommend approval of Special Town Meeting #2 Article #1 to appropriate funds for the purchase and equipping of a fire engine. Seconded by Selectman Merrill. **Motion carries, unanimous.**

2. **CEIOD Bylaw Amendment (TM Article #18)**
   Community Development Director Evan Belansky provided the Board with a summary of the proposed bylaw change. He noted the bylaw had been successful since its inception in 2013, and this change would clarify the intent of statute to provide the Planning Board with the authority to grant "one-stop-shop" the permitting requirements for CEIOD projects.

   Chairman Dixon asked if the Planning Board recommended support of this Article, and if it would speed up the approval process. Mr. Belansky confirmed the Planning Board had voted in favor of this change, and that approval should take less time because most special permits would not need to go through the Board of Appeals. Selectman Joyce noted he was not originally in favor of the CEIOD statute, but supported this Article because it brought the approval level back to the Planning Board, an elected body, versus the Board of Appeals, which was appointed.

Motion: by Vice Chairman Wojtas to recommend approval of Town Meeting Article #18 to amend Chapter 195, Section 114. Selectman Merrill seconded.

Motion unanimously approved.

3. **FY16 Operating Budget Amendment (TM Article #2)**
Mr. Cohen explained this change would transfer an excess $55K from the snow and ice fund to pay for engineering work on the PAC roof ($25K) and repairs to the CHS and McCarthy tennis courts ($30K).

Motion: by Vice Chairman Wojtas to recommend approval of Town Meeting Article #2 to amend the FY16 Operating Budget. Selectman Merrill seconded. **Motion carries, unanimous.**

4. **FY17 School Budget (TM Article #4)**
Mr. Cohen indicated the School Committee had submitted a budget this week that met both his and the Finance Committee's approval.

Selectman Diggs remarked that it was not fair to the other Town departments that the School department continued to overspend their approved budget, and then added the overage to their previous year's budget to come up with the next year's budget baseline. Selectman Joyce agreed the Schools should adhere to the annual budget approved by the Town Manager.

Motion: by Vice Chairman Wojtas to recommend approval of Town Meeting Article #4 to approve the FY17 Chelmsford Public School Budget of $54,550,000. Selectman Merrill seconded. **Motion carries, unanimous.**

Next Executive Meeting: April 28, 2016 at 6:30 at the Senior Center for the purpose of reviewing open litigation matters against the Town *(subsequently rescheduled to May 9, 2016 following the regular BOS session)*

Motion: by Vice Chairman Wojtas to close the regular meeting at 6:55 p.m. Selectman Joyce seconded. **Motion carries, unanimous.**

Respectfully submitted,

Laura Merrill
Board of Selectman, Clerk

2016 Spring Annual Town Meeting List of Warrant Articles	YES	NO	$$$	
1. Reports of Town Officers/Committees	-			
2. Amend Fiscal Year 2016 Operating Budget	YES			
3. Nashoba Valley Technical School District FY17 Assessment	YES		$ 2,828,220	
4. Fiscal Year 2017 Chelmsford Public Schools Operating Budget			$ 54,500,000	HOLD
5. Fiscal Year 2017 General Government Operating Budget	YES		$ 61,654,571	
6. Funding for Collective Bargaining Agreements	YES			
7. Finance Committee Reserve Fund	YES		$ 400,000	VOTE 4 - 1, BJ
8. Fiscal Year 2017 Sewer Enterprise Operating Budget	YES		$ 3,955,311	
9. Fiscal Year 2017 Golf Course Enterprise Operating Budget	YES		$ 30,000	
10. PEG Access and Cable Related Enterprise Fund & FY17 Operating Budget	YES		$ 655,937	
11. Annual Authorization of Departmental Revolving Funds	YES			
12. Fiscal Year 2017 Capital Budget	YES		$ 3,212,306	VOTE 3 - 2, BJ & LM
13. Chelmsford Forum Parking Lot Resurfacing	YES		$ 300,000	VOTE 4 - 1, BJ
14. Cemetery Improvement and Development Fund	YES		$ 75,000	
15. Community Action Program Fund	YES		$ 10,000	
16. Community Preservation Fund: FY17 Debt Service, Admin. Expenses, & Reserves	YES		$ 773,906	
17. Citizen Petition – Rezone Parcel at 50 Hunt Road				HOLD
18. Zoning Bylaw Amendment – CEIOD (Community Enhancement & Investment Overlay District)Dimensional Regulations for Buildings and Structures				HOLD
19. Bylaw Amendment – Increase Penalty for Deposit of Snow on Roadway, Sidewalk, or Hydrant	YES			VOTE 4 - 1, BJ
20. Bylaw Amendment – Conservation Commission, Commercial Water Withdrawal from Streams and Waterways	YES			
21. Transfer Smith Street Parcel for Conservation Purposes	YES			
22. Transfer Oak Hill Access Pathway for Conservation Purposes	YES			
2016 Special Town Meeting List of Warrant Articles	**YES**	**NO**	**$$$**	
1. 25-27 Katrina Road Lease for Multi Sport Complex	YES			VOTE 4 - 1, LM
2. Land Management Agreement for Sugar Maple Farming at 255 Acton Road	YES			
3. Rescind Unexpended Appropriations for Completed CPC Funded Projects	YES			
4. Community Preservation Fund Open Space Preservation Reserve for Capital Expeditures	YES		$ 100,000	
2016 Special Town Meeting #2 List of Warrant Articles	**YES**	**NO**	**$$$**	
1. Purchase and Equip Fire Engine			TBD	HOLD

BOARD OF SELECTMEN MEETING AGENDA
May 9, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 MAY -5 PM 2:09
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Onorina Maloney: Election Worker Proclamation
   - Vivian Merrill: CDA Dog Rally, Walgreen's, 5/14 10 AM - 2 PM
   - Pat Wojtas: Military Community Covenant Cookout, 5/21 11 AM - 2 PM
   - George Simonian: CHSAA Scholarship Award Night, 5/24

   Documents: **ELECTION WORKER PROCLAMATION.PDF, THE SIXTH WALG DOG RALLY FLYER.PDF, MILITARY COOK-OUT MAY2016.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **PUBLIC HEARINGS**

   - All Alcoholic Beverages Restaurant License: Luis Ibarra d/b/a Cancun Mexican Restaurant 14 Chelmsford St.

   Documents: **CANCUN MEXICAN RESTAURANT.PDF**

6. **LICENSES**

   - 1 Day Beer and Wine 5/20/2016 Budget Buddies Playit Forward CCA 1A North Rd.
   - 1 Day Beer and Wine 6/25/2016 Wendy Segal CCA 1A North Rd.
   - 1 Day Beer and Wine 7/2/2016 Chelmsford Art Society CCA 1A North Rd.
   - 1 Day Beer and Wine 5/14/2016 CCA Comedy Show 1A North Rd.
   - 1 Day Beer and Wine 5/15/2016 CCA Jazz Jam 1A North Rd.
   - 1 Day Beer and Wine 6/3/2016 CCA Concert 1A North Rd.
   - 1 Day Beer and Wine 6/4/2016 CCA Concert 1A North Rd.
   - 1 Day Beer and Wine 6/24/2016 CCA Concert 1A North Rd.
   - 1 Day Beer and Wine 7/8/2016 Concert 1A North Rd.
   - 1 Day Beer and Wine 7/10/2016 CCA Jazz Jam 1A North Rd.

   Documents: **1 DAY BUDGET BUDDIES.PDF, 1 DAY WENDY SEGAL.PDF, 1 DAY CHELMSFORD ART SOCIETY.PDF, 1 DAY LICENSES CCA.PDF**

7. **TOWN MANAGER REPORTS**

   - Underground Utility Project Balances

Documents: **UNDERGROUND UTILITY PROJECT BALANCES.PDF**

8. TOWN MANAGER BID AWARDS

- Installation of New HVAC Equipment in a Server Room School Administration Building

Documents: **HVAC APPROVAL.PDF**

9. INTER-MUNICIPAL AGREEMENTS WITH THE NORTH CHELMSFORD WATER DISTRICTS FOR VARNEY PLAYGROUND AND RICHARDSON ROAD

Documents: **VARNEY IMA.PDF, RICHARDSON ROAD IMA.PDF**

10. BOARD OF SELECTMEN LIAISON ASSIGNMENTS

Documents: **BOS_LIAISON_ASSIGNMENT_LIST.PDF**

11. APPOINTMENTS

- Cultural Council: Kristen Mulrooney, 3 year term ending 6/302019

Documents: **CUTURAL_COUNCIL_APPLICATION-MULROONEY.PDF**

12. MEETING MINUTES

- Regular Meeting Minutes: April 7, 2016
- Executive Session Meeting Minutes: April 11, 2016

Documents: **REG SESSION_2016_0407.PDF**

13. SELECTMEN LIAISON REPORTS & REFERRALS

14. PRESS QUESTIONS

15. EXECUTIVE SESSION

TOWN OF CHELMSFORD
LIST OF OPEN MATTERS AS OF APRIL 22, 2016

RECEIVED
2016 MAY -5 PM 2:09
TOWN OF CHELMSFORD
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TOWN CLERK

1. AFSCME v. Town of Chelmsford
2. Altid Enterprises, LLC v. Chelmsford Conservation Commission
3. Avila, et al. v. Town of Chelmsford
4. Burdo v. Chelmsford Zoning Board of Appeals
5. Chelmsford Chief of Police v. Mazurzyk
6. Chelmsford School Department Bullying Claim
7. Debeaucourt v. Chelmsford Zoning Board of Appeals
8. Diodati, et al. v. Town of Chelmsford, et al.
9. Donald Ranagan v. Chelmsford Board of Selectmen
10. Fire/Manley Grievance/Bid
11. Hamilton v. James M. Spinney as he is Chief of Police of the Town of Chelmsford and the Justices of the Lowell Division of the District Court
12. Harvey, III v. Chelmsford Board of Appeals
13. Jessica Sheridan v. Town of Chelmsford
14. Local 1839, IAFF and Town of Chelmsford
15. Kelly v. Town of Chelmsford (VI)
16. Lodge 110/JLMC FOP and Town of Chelmsford
17. NEPBA, Local 20 and Town of Chelmsford
18. Richardson v. Chelmsford Police Department

19. Shyjan, et al. v. Town of Chelmsford, et al.
20. Town of Chelmsford v. McDonough
21. Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
22. Trustees of the Village at Glen Isle Condominium Trust v. Catarius (Town of Chelmsford)
23. Van Liew v. Eliopoulos v. Hands-On Technology Transfer Inc. and Philip Eliopoulos v. Hands-On Technology Transfer, Inc.
24. Van Liew v. Roy W. Earley

NEXT REGULAR MEETING DATE: May 23, 2016

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2016 MAY -5 PM 2:09
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TOWN CLERK

Approved 8/1/2016

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2016 AUG 11 PM 4:26
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
May 9, 2016

Attending:
George Dixon, Jr., Chairman
Patricia Wojtas, Vice Chairman
Laura Merrill, Clerk
Robert Joyce, Selectman
Glenn Diggs, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements
Onorina Maloney: Election Worker Proclamation
Mrs. Maloney presented a summary of the election process.

Proclamation was read by Selectman Wojtas and accepted by Ms. Maloney.

Vivian Merrill: CDA Dog Rally, Walgreen's, 5/14/16, 10:00AM-2:00PM.
Mrs. Merrill announced activities being held at this year's Dog Rally, as well as a fundraising event being held to benefit the Chelmsford Dog Association on May 10, 2016 at Flatbread Pizza in Bedford, MA. She anticipates that the Dog Park will be open sometime in June, 2016. These events are open to everyone.

Pat Wojtas: Military Community Covenant Cook-out, 5/21/16, 11:00AM-2:00PM
Everyone is welcome to join the Military Community Covenant to celebrate Armed Forces Day at a cookout at Agway on May 21, from 11:00 to 2:00. Prior to that event, there will be a Blue Star dedication ceremony at 10:00am at the Veterans Memorial Park. On May 22, 2016, the Elks are hosting a free brunch for military personnel and veterans from 10:00AM-12:00PM; admission for non-military people to the brunch is $7.00/person.

George Simonian: CHSAA Scholarship Award Night, 5/24/16
Chairman Dixon announced this event will be held at the Chelmsford High School Performing Arts Center.

Open Session
Lynn Marcella and Jeff Hardy were present for the Parade Committee to request volunteers come forward to manage next year's July 4th parade. Summer banners will be installed on May 22, 2016, and raffle tickets to benefit the parade are available. This year's parade marshal will be Phil Jones, and there are still openings for floats and marching groups. Garrett Burgess is this year's Hometown Hero, and John Harrington was recognized as a long-time sponsor.

Committee Vacancies
Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Public Hearings
All Alcoholic Beverages Restaurant License: Luis Ibarra d/b/a Cancun Mexican Restaurant, 14 Chelmsford St.
Attorney Courtney Ball spoke on behalf of the applicant, who wishes to move his Mexican Restaurant from Dracut to Chelmsford. The applicant owns a bakery and another restaurant in Lowell; both are in good standing. Seating for 32 will be available, and the hours of operation were provided. Selectman Joyce requested TIPS certifications be provided. Seventy-three abutters were notified, two of which are churches. The applicant has not received feedback from any of the abutters. The applicant is aware of the two week waiting period required by the Board before approval of this license. The applicant hopes to be open by August, 2016.

Audience Comments:
Karen Kowalski questioned whether there was adequate parking available. She is very involved with the All Saints Church, and has not heard from the vestry to date. The Planning Board will not review this application, as the location is a pre-existing restaurant.

> **Motion:** by Selectman Wojtas to continue the Hearing for Luis Ibarra d/b/a Cancun Mexican Restaurant to May 23, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Licenses
One Day Beer and Wine License: May 20, 2016, Budget Buddies, Play It Forward, CCA, 1A North Rd.
One Day Beer and Wine License: June 25, 2016, Wendy Segal, CCA, 1A North Rd.
One Day Beer and Wine License: July 2, 2016, Chelmsford Art Society, CCA, 1A North Rd.
One Day Beer and Wine License: May 14, 2016, Comedy Show, CCA, 1A North Rd.
One Day Beer and Wine License: May 15, 2016, Jazz Jam, CCA, 1A North Rd.
One Day Beer and Wine License: June 3, 2016, Concert, CCA, 1A North Rd.
One Day Beer and Wine License: June 4, 2016, Concert, CCA, 1A North Rd.
One Day Beer and Wine License: June 24, 2016, Concert, CCA, 1A North Rd.
One Day Beer and Wine License: July 8, 2016, Concert, CCA, 1A North Rd.
One Day Beer and Wine License: July 10, 2016, Jazz Jam, CCA, 1A North Rd.
The applicant was not required to appear for these approvals.

> **Motion:** by Selectman Wojtas to approve ten One Day Beer and Wine Licenses for the Chelmsford Center of the Arts on May 20, 2016, for the hours of 6:00PM-11:00PM, June 25, 2016 for the hours of 7:00PM-11:00PM, July 2, 2016 for the hours of 4:30PM-8:00PM, May 14, 2016, for the hours of 7:30PM-9:00PM, May 15, 2016 for the hours of 4:00PM-7:00PM, June 3, 2016 for the hours of 7:30PM-10:00PM, June 4, 2016, for the hours of 7:00PM-10:00PM, June 24, 2016 for the hours of 7:00PM-10:00PM, July 8, 2016 for the hours of 7:30PM-10:00PM and for July 10, 2016 for the hours of 4:00PM-7:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Town Manager Reports
Underground Utility Project Balances

The latest reports show that Verizon has a deficit of $200,109.00, and National Grid still has $3,430,273.00 available. Talks about continuing any work will resume when Verizon's deficit is paid off.

Town Manager Bid Awards

Installation of New HVAC Equipment in a Server Room-School Administration Building

Six bids were received for this project.

> **Motion:** by Selectman Wojtas to approve the Town Manager's bid award for the installation of HVAC equipment for the School Administration building to P.J. Dionne Co., 72 Jonspin Rd., Wilmington, MA for an amount not to exceed $119,200.00. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Gasoline Contract

This is an annually approved contract.

> **Motion:** by Selectman Wojtas to approve the Town Manager's bid award for the annual gasoline contract to Global Montello Group Corp. for cooperative bid of vehicle gasoline and premium diesel fuel as presented. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Intermunicipal Agreements with the North Chelmsford Water District for Varney Playground and Richardson Rd.

The agreements give the Town permission to enter onto Water District owned land located by Varney Park, and give the Water District permission to enter Town-owned property on Richardson Rd. by the Dog Park, and on North Rd. to complete required maintenance work and the inspection of water wells.

> **Motion:** by Selectman Wojtas to approve the Intermunicipal Agreement by and between the North Chelmsford Water District and the Town of Chelmsford for use and maintenance of certain land, as presented. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Board of Selectmen Liaison Assignments

This year's list of assignments was read into the record by Selectman Wojtas.

> **Motion:** by Selectman Wojtas to appoint Selectman Joyce to the CIVIC Committee. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Appointments

Cultural Council: Kristen Mulrooney, three-year term ending June 30, 2019

> **Motion:** by Selectman Wojtas to approve the appointment of Kristen Mulrooney to the Cultural Council for a term to expire June 30, 2019. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Meeting Minutes

Re-Organization Meeting April 7, 2016

> **Motion:** by Selectman Wojtas to approve the Re-Organization Meeting Minutes of April 7, 2016 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous 5-0.**

Executive Session Meeting April 11, 2016

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of April 11, 2016 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous 5-0.**

Selectmen Liaison Reports and Referrals

Selectman Joyce:
-No referrals.

Selectman Merrill:
-No referrals.

Selectman Diggs:
-The third School Facilities Study visioning session took place on May 4, 2016, where six scenarios for the configuration of schools were presented and voted on. The next meeting will be either on June 14 or 28, 2016, and will discuss costs of the various options. Residents and Town Meeting Representatives were encouraged to attend these meetings.

Selectman Wojtas:
-Recipients of recent awards by the Chelmsford Police Foundation were listed.
-Gavin Gamache was congratulated on achieving Eagle Scout status.
-The law firm of Lampert, Haussler and Rodman was congratulated for receiving the Guardian Award from the Chelmsford Historic Society.
-Condolences were given to the family of Tracy Clifford. She will be missed.

Chairman Dixon:
-Condolences were given to the family of Raymond McKeon, former Police Chief that recently passed away.
-The Chelmsford Softball League was congratulated on the completion of their new snack building.

Selectman Merrill:
-A Community shredding event is scheduled for May 14, 2016, from 9:00AM-1:00PM.

Press Questions
No one came forward at this time.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session for the purpose of discussing the status of open litigation matters as of May 5, 2016. Seconded by Selectman Merrill.

Roll Call Vote:
Selectman Joyce: Aye
Selectman Merrill: Aye
Selectman Wojtas: Aye
Selectman Diggs: Aye
Chairman Dixon: Aye

Regular Session was adjourned at 8:20PM.

Next Regular Meeting: May 23, 2016.

Approved 8/1/2016

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Proclamation: Chelmsford Election Workers
-Flyers for Walgreens Dog Rally, Flatbread Pizza Fundraiser & National Armed forces Day Cookout at Agway
-List of Committee Vacancies
-One Day License applications
-Supporting documents for Cancun Mexican Restaurant
-Memo of March 28, 2016 regarding Utility Account Balances.
-Memo of April 27, 2016 regarding HVAC Equipment at School Administration Building
-Memo of May 3, 2016 regarding Gasoline Contract
-Intermunicipal Agreements between the North Chelmsford Water District and the Town of Chelmsford
-Board of Selectmen Liaison Assignments
-Committee Applications
-Meeting Minutes

REVISED
5/20/16

BOARD OF SELECTMEN MEETING AGENDA
May 23, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 MAY 20 PM 3:52
TOWN OF CHELMSFORD
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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **7:00 P.M. JOINT MEETING W/ PLANNING BOARD**

   - Role Call Vote to Appoint Planning Board Associate Member

   Documents: AGENDA JT MTG 5-23-2016.PDF, REQUEST JT MEETING ASSOIATE POSTION MAY 2016-MEMO TO PCOHEN-BOS.PDF, TOC1014 WILLIAM ARVIDSON, JR..PDF, TOC1011 ANN MCGUIGAN (2).PDF

3. **CHELMSFORD LAND CONSERVATION TRUST**

   - Sign Conservation Restriction for Sunny Meadow Farms

   Documents: SUNNYMEADOW FARM CR MAY 17, 2016.PDF, SUNNY MEADOW FARM - AERIAL2016.PDF, SUNNYMEADOW EXHIBITS A-123.PDF, EXHIBIT C - RETAIL AREA.PDF, CERTIFCATES OF VOTE SUNNY MEADOW FARM.PDF

4. **PUBLIC SERVICE ANNOUNCEMENTS**

   - George Simonian: CHSAA Scholarship Award Night, 5/24
   - Regina Jackson: Memorial Day Events

   Documents: MEMORIAL DAY PROCLAMATION.PDF

5. **OPEN SESSION**

6. **COMMITTEE VACANCIES**

   Documents: COMMITTEE VACANCIES.PDF

7. **PUBLIC HEARINGS**

   - Continuation of Public Hearing for All Alcoholic Beverages Restaurant License: Luis Ibarra d/b/a Cancun Mexican Restaurant 14 Chelmsford St.
   - All Alcohol Restaurant License Transfer: Application from Hong & Kong Restaurant, Inc. d/b/a Hong & Kong Restaurant to Pengfa Development LLC d/b/a Hong & Kong Restaurant and Lounge 32 Alpine Lane
   - Dangerous Dog Hearing: Lee Reedy, 6 Western Ave

   Documents: CPD COMMENTS-CANCUN MEXICAN RESTAURANT.PDF, CANCUN MEXICAN RESTAURANT.PDF, HONG KONG TRANSFER.PDF, DOG HEARING-

RECEIVED

REVISED 5/20/16

REEDY-6 WESTERN AV.PDF

8. **REPORTS & PRESENTATIONS**

- Matthew Hanson, CIVIC Committee: East School Field
- CGSL Board of Directors: Grand Opening Southwell Field Snack Shack
- George Allan, Stantec: Chelmsford Water District Annual Update

Documents: CIVIC EAST SCHOOL FIELD NAMING.PDF, BOS PRESENTATION REV 4.PDF

9. **TOWN MANAGER REPORTS**

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2016 MAY 20 PM 3:52
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- FY 17 Budget Update

Documents: LOCAL AID.PDF

10. **TOWN MANAGER BID AWARDS**

- FY 17 DPW Materials/Services Bid Awards

Documents: FY17 DPW MATERIALS SERVICES BIDS AWARD.PDF

11. **APPOINTMENTS**

- Recycling Committee: Gloria Aronson, 1 year term ending 6/30/2017
- Charter Review Committee: 9 members, 18 month term ending 12/31/2017

Applications Received as of 5/19/16

1. Douglas Bruce
2. Daniel Burke
3. Samuel Chase
4. Marian Currier
5. Valerie Diggs
6. Louis Marino
7. Michael McCall
8. Thomas Moran
9. Glenn Thoren
10. Donald Van Dyne

Documents: TOC1008 GLORIA ARONSON-RECYCLING.PDF, CHARTER REVIEW COMMITTEE APPLICATIONS.PDF

12. **MEETING MINUTES**

- Regular Meeting Minutes: March 21, 2016

Documents: 3-21-16 BOS MINUTES.PDF

13. **SELECTMEN LIAISON REPORTS & REFERRALS**

14. **PRESS QUESTIONS**

NEXT REGULAR MEETING DATE: June 6, 2016

REVISED

Approved 8/22/2016

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2016 AUG 29 PM 1:13
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Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
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Regular Meeting MINUTES
May 23, 2016

Attending:
George Dixon, Jr., Chairman
Patricia Wojtas, Vice Chairman
Laura Merrill, Clerk
Robert Joyce, Selectman
Glenn Diggs, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia, and the Chelmsford Independent.

Chairman Dixon called the meeting to order at 7:00 PM.

Joint Meeting with Planning Board
Roll Call Vote to Appoint Planning Board Associate Member
Planning Board Members Present: Nancy Araway, Michael Raisbeck, Henry Parlee, George Zaharoolis, Glenn Kohl, Monica Gregoire. Not Present: Edmond Roux.

Two Candidates were asked to make a presentation. Will Arvidson described his work history and how he is familiar with the Chelmsford bylaws & 2010 Chelmsford Master Plan. Ann McGuigan presented her work history and her past town committee and Planning Board involvement.

Roll Call Vote:
Nancy Araway: Will Arvidson
Michael Raisbeck: Will Arvidson
Henry Parlee: Ann McGuigan
George Zaharoolis: Ann McGuigan
Glenn Kohl: Ann McGuigan
Monica Gregoire: Will Arvidson
Selectman Joyce: Will Arvidson
Selectman Merrill: Will Arvidson
Selectman Diggs: Ann McGuigan
Selectman Wojtas: Ann McGuigan
Chairman Dixon: Ann McGuigan

Ms. McGuigan will be the new Planning Board Associate member with 6 votes to Will Arvidson's 5 votes.

Motion: by Mr. Parlee to adjourn the Joint Meeting of the Planning Board and Board of Selectmen at 7:09PM. Seconded by Mr. Raisbeck. **Motion carries, unanimous, 11-0.**

Chelmsford Land Conservation Trust

Sign Conservation Restriction for Sunny Meadow Farms

Dale Williams, President of the Chelmsford Land Conservation Trust, requested approval of the Conservation Restriction document for Sunny Meadow Farm as presented. The document will next be forwarded to the State for their approval.

> **Motion:** by Selectman Wojtas to approve the Grant of Conservation Restriction by the Town of Chelmsford to the Chelmsford Land Conservation Trust, Inc., for Sunny Meadow Farm located at Robin Hill Rd. and Acton Rd. as presented. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Public Service Announcements

George Simonian: CHSAA Scholarship Award Night May, 24, 2016

Mr. Simonian announced that $51,000.00 in awards will be given out at the 18th Award Night which is being held on May 24, 2016 starting at 7:30PM at the Performing Arts Center at Chelmsford High School.

Regina Jackson: Memorial Day Events.

Mrs. Jackson announced that the Parade is scheduled to begin at 10:00AM. Assembly will begin at 9:30AM at the Friendly's parking lot, ending for a service being held on the Town Common. There will also be an observance at the Veterans Memorial Park at 1:00PM.

Proclamation was read by Selectman Wojtas and accepted by Mrs. Jackson.

Open Session

Bill Griffin, 9 Bishop St. advised the Board that clear-cutting of trees has begun for the 40B development in Billerica near his neighborhood. Storm Water management review is ongoing. He has filed a complaint with the Town of Billerica, as noise levels are exceeding what is allowed under that town's bylaws. He noticed that allowed hours of work were expanded under the Order of Conditions. He is requesting noise monitoring, protection from blasting and seismic monitoring, and that no work be done on Saturdays. He still has concerns about flooding from the large detention basin being constructed. Mr. Cohen agreed to make an inquiry to the Town of Billerica.

Frances McDougall, 11 Dawn Drive, announced the Chelmsford Farmers Market will open on June 16, 2016, and will run every Thursday from 2:00-6:30PM. The market will have many new vendors this year.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Public Hearings

Continuation of All Alcoholic Beverages Restaurant License: Luis Ibarra d/b/a Cancun Mexican Restaurant, 14 Chelmsford St.

Chairman Dixon expressed his condolences to Mr. Ibarra about the fire that destroyed his bakery in Lowell. Attorney Courtney Bell spoke on behalf of the applicant, and turned in the remaining green cards from abutter notifications. Insurance policy, TIPS, and server certificates and a letter of support from the Police Chief were also provided to the Board. All fees have been paid. An Entertainment License is being requested for a television. The applicant hopes to open the restaurant by August 1.

No comments were received from the audience.

Motion: by Selectman Wojtas to close the Public Hearing for Luis Ibarra d/b/a Cancun Mexican Restaurant. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Motion: by Selectman Wojtas to approve the All Alcoholic Beverages Restaurant License for Luis Ibarra d/b/a Cancun Mexican Restaurant to be exercised at 14 Chelmsford St., with operating hours of 11:00AM-10:00PM on weekdays and Saturdays, and 11:00AM-9:00PM on Sundays. Seating capacity will be 28. Approval is contingent upon the receipt of remaining paperwork from the applicant. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

All Alcohol Restaurant License Transfer: Application from Hong & Kong Restaurant, Inc. d/b/a Hong & Kong Restaurant to Pengfa Development LLC d/b/a Hong & Kong Restaurant & Lounge
New owner John Ng and several managers were present. Mr. Ng has restaurant experience in 4 towns over 15 years, and the managers still have a restaurant in China. Mr. Ng plans on re-decorating the interior, and will have more management staff than currently exists. TIPS certification will be provided for new hires after the sale is complete. Mr. Ng is not related to the current owner of the restaurant.

No comments were received from the audience.

Motion: by Selectman Wojtas to close the Public Hearing for Pengfa Development LLC d/b/a Hong & Kong Restaurant and Lounge. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Motion: by Selectman Wojtas to approve the Transfer of All Alcoholic Beverages Restaurant License from Hong & Kong Restaurant, Inc. d/b/a Hong and Kong Restaurant to Pengfa Development LLC d/b/a Hong & Kong Restaurant and Lounge to be exercised on the premises at 32 Alpine Lane. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Dangerous Dog Hearing: Lee Reedy, 6 Western Ave.
Speakers were sworn in by Mr. Cohen. Animal Control Officer Erik Merrill explained that Quiggles, a boxer, was involved in 2 bites to humans on March 24, 2016 and April 28, 2016. Mr. Merrill recommended that the dog be kept muzzled when outside, he should wear a "dangerous dog" collar, and be contained in an escape-proof enclosure as described under state regulations. If he is involved in one more incident, Mr. Merrill would recommend euthanasia.

Ms. Reedy explained the dog is 4 years old, and she does not know why this has started happening recently. She is meeting with therapists for the dog, and medication has been prescribed. The dog is not allowed outside without a leash ever, and is not kept outside.

The Board agreed that the construction of an escape-proof enclosure would not be necessary, as the dog is an indoor dog.

Motion: by Selectman Wojtas to close the Hearing for Lee Reedy. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Motion: by Selectman Wojtas that the Board of Selectmen supports the Animal Control Officer's recommendation that Quiggles, a boxer, be kept muzzled when outside, wear a dangerous dog collar and continue to follow his therapy program as presented. Quiggles is deemed a dangerous

dog, and Lee Reedy has been advised that if there is another incident the dog would be seized and euthanized. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Reports & Presentations

Matthew Hanson, CIVIC Committee: East School Field

Mr. Hanson requested that the Board rescind a prior vote to re-name the East School Field as additional information has surfaced regarding who originally donated the land. At this time, the CIVIC Committee does not recommend any naming of the field.

Motion: by Selectman Wojtas that the Board rescind its renaming of the East School Feld to the Sousa Family Field, due to the new information provided showing that the property was donated to the Town by Tommy Shedd on April 1, 1928. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

CGSL Board of Directors: Grand Opening Southwell Field Snack Shack

Megan O'Brien and Tim Powderly announced the new Snack Shack opened two weeks ago. The previous building was 35 years old and did not have adequate storage space. Tonight's presentation is to formally present the building to the Town with the hopes it will serve for many years.

Mr. Powderly described aspects of the Girls Softball Program, and the Association's commitment to continue investing in the property and the program.

George Allen, Stantec: Chelmsford Water District Annual Update

Mr. Allen was present with Board members of the Chelmsford Water District. Recognition was given to Roger Mann, a past Commissioner who passed away on May 11, 2016.

Mr. Allen described the summer water management program which directs residents on suitable times to water their lawn and gardens. Data was provided on the district's daily water usage and withdrawal amounts. Water comes from the Concord and Merrimack River basins via 20 wells throughout the district. Photos of several facilities were shown; outreach programs were described as well as other recent activities. Residents were assured that checks and balances are in place throughout Massachusetts to ensure that similar situations to what happened in Flint, Michigan do not happen here. Some older homes may still have lead pipes, but there are no lead pipes used by the district, and all water is treated.

Selectman Diggs asked if the district had any concerns with impacts from a potential re-zoning of the Rt. 129 area. Superintendent Bob Delaney advised that no issues were anticipated regarding withdrawal rates in the Concord River basin; the Merrimack River basin rate is almost maxed out.

Selectman Merrill asked what causes occasional brown water issues. Mr. Delaney explained that this is a result of conflicts between water irrigation users and hydrant flushing programs.

Town Manager Reports

FY 17 Budget Updates

Mr. Cohen announced that the latest local aid reports are showing the numbers are stable and close to the forecasted amounts previously reported to the Board.

Town Manager Bid Awards

FY17 DPW Materials/Services Bid Award

Mr. Cohen noted minor price fluctuations, and the DPW will monitor the cost impacts of new pervious pavement and storm water regulation implementation requirements.

Motion: by Selectman Wojtas to approve the Town Manager's Bid Award for FY17 DPW Materials/Services in ten categories as presented. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Appointments

Recycling Committee: Gloria Aronson, One year term ending June 30, 2017

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Gloria Aronson to the Recycling Committee for a term to expire June 30, 2017. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Charter Review Committee: 9 Members, 18 month term ending December 31, 2017
Applications Received as of May 19, 2016
Douglas Bruce, Daniel Burke, Samuel Chase, Marian Currier, Valerie Diggs, Louis Marino, Michael McCall, Glenn Thoren, Donald Van Dyne

Motion: by Selectman Joyce to postpone the appointment of members to the Charter Review Committee by two weeks in order to attract additional candidates. Seconded by Selectman Merrill.

Discussion: Chairman Dixon advised the openings for this Committee have been advertised for one month. Mr. Cohen advised candidates were not coming forward to fill vacancies on other committees, and he is not certain what would attract more people.

Selectmen Wojtas and Dixon opposed, Selectmen Joyce, Merrill and Diggs in favor. **Motion carries, 3-2.**

Meeting Minutes

Regular Meeting Minutes March 21, 2016

Motion: by Selectman Merrill to approve the Regular Meeting Minutes of March 21, 2016 as presented. Seconded by Selectman Joyce. Selectmen Wojtas and Diggs abstained, all others in favor. **Motion carries, 3-0.**

Selectmen Liaison Reports and Referrals

Selectman Diggs:
-More models are being discussed by the School Facilities Study Group. A final report should be ready in August. Residents were encouraged to attend these meetings.
-An apartment complex proposal for Center Village was presented to the Center Village Master Plan Implementation Committee. Concerns were discussed about parking, lighting and traffic flow by Brickhouse Pizza. The proposal is for 55 rental units with shared parking, rail trail amenities, and a small pocket park.
-Chelmsford Housing Authority is in discussions with UMass regarding different options for providing housing opportunities at the university's abandoned West Campus location.

Selectman Wojtas:

-Agway was thanked for hosting a fundraising barbeque to benefit the Military Community Covenant.
-The Chelmsford Woods community area was named in honor of Mary St. Hilaire, a past Town Clerk, and current member of the Chelmsford Housing Authority.
-On June 5, 2016, the Veterans Memorial Park Committee is sponsoring a car show at the Chelmsford Elks as a fundraiser for the Park.

Selectman Merrill:
-Work at the Oak Hill Reservation is ongoing. Currently, the parking area and right-of-way work is being completed. A Preservation Restriction will be written and filed for the property.
-The School department has an opening for a new Assistant Business Director.
-The State has approved the regulation approved by Town Meeting regarding prohibition of water withdrawal from wetland resource areas by commercial landscapers. Sanctions will include a warning and fines for repeat offenders.

Selectman Joyce:
-No Referrals.

Chairman Dixon:
No Referrals.

Press Questions
No one came forward at this time.

Adjourn

> **Motion:** by Selectman Wojtas to adjourn this meeting at 9:35PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Next Regular Meeting: June 6, 2016.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Applications and resumes for Planning Board Associate Member position
-Conservation Restriction document for Sunny Meadow Farm
-Proclamation for Memorial Day
-List of Committee Vacancies
-Supporting documents for Cancun Mexican Restaurant
-Supporting documents for Hong & Kong Restaurant
-Supporting documents for Dangerous Dog Hearing
-Memo of May 28, 2016 regarding East School Field
-Chelmsford Water District Presentation & Booklets
-FY17 Cherry Sheet Budget data as of May 18, 2016
-FY17 DPW Materials/Services Bids
-Committee Applications
-Meeting Minutes

Approved 6/27/2016

RECEIVED
2016 JUN 29 PM 2:49
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Work Session Meeting MINUTES
May 23, 2016

Attending:
George Dixon, Jr., Chairman
Patricia Wojtas, Vice Chairman
Laura Merrill, Clerk
Robert Joyce, Selectman
Glenn Diggs, Selectman

Paul Cohen, Town Manager

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Chairman Dixon called the meeting to order at 5:35 PM.

Review of FY16 goals

1. The Board of Selectmen will proactively provide guidance and input to the Town Manager for the Fiscal Year 2017 municipal budget.

This goal will be kept and updated to reflect FY18.
The Board is awaiting the results of the Schools Facilities study, and will continue to hold Tri-Board and Leadership meetings.

2. The Board of Selectmen will review Policies.

This goal will remain. Selectmen Joyce and Diggs will form a sub-committee to complete this goal.

3. The Board and Town Manager will continue to support Green Community initiatives.

This will be kept as an ongoing goal.

4. The Town Manager will monitor operational budgets for the Town Halls, and report to the Board on a quarterly basis.

This will be kept as an ongoing goal.

5. The Town Manager and Community Development Director will continue to pursue options to attract appropriate businesses to the Town, in an attempt to reduce the commercial and industrial vacancy rates.

This goal will be kept as an ongoing goal.
The Board discussed how often they should receive updates on any developments in this area.
Mr. Cohen advised there is not much activity along the entire Rt. 3 corridor.

6. The Board will continue to support CHA Affordable Housing initiatives, consider other affordable housing initiatives and direct the Housing Advisory Board to update the Town's Housing Production Plan for submission to DHCD.

This will be kept as an ongoing goal.

Selectman Wojtas reported that Habitat for Humanity is still interested in doing a project in Chelmsford

Selectman Joyce indicated he would only support Affordable Housing Initiatives brought forward by the Chelmsford Housing Authority.

7. The Town Manager will monitor the Odd Fellows Building and Fiske House usage, and periodically report to the Board.

This will be kept as an ongoing goal.

The current lease will expire in 2020.

8. The Town Manager will continue to pursue Conservation and Agricultural Preservation Restrictions on properties as necessary, and present them to the Board for approval.

This will be kept as an ongoing goal.

9. The Town Manager and Board will support Master Plan recommendations for Central Square and Vinal Square improvements.

This will be kept as an ongoing goal.

10. The Town Manager will pursue the sale and/or development of the Katrina Road site.

This will be kept as an ongoing goal.

Mr. Cohen reported that the latest RFP received no responses. One interested developer could not obtain funding.

11. The Board will review comments from the Resident Survey, and respond as appropriate.

This goal will be deleted.

12. The Board will actively monitor the progress of the Grinder Pump Study Committee and provide feedback on potential changes to the bylaw and other aspects of the program's implementation.

This goal will be deleted.

13. The Town Manager will periodically report the status of major projects to the Board.

This will be kept as an ongoing goal.

14. The Town Manager will periodically report on the activity of the SeeClickFix function on the website.

This goal will be deleted.

15. The Board and Town Manager will continue to work with Chelmsford Telemedia to digitize the Town's history.

This goal will be kept.

Selectman Wojtas will follow up with Chelmsford Telemedia for a status of this project.

16. The Town Manager will work with Comcast to complete their license renewal process.

This goal will deleted. The licenses are complete.

17. The Town Manager will continue to explore regionalization and consolidation opportunities with neighboring communities, the school district, and other agencies.

This will be kept as an ongoing goal.

18. The Board will explore the development of a five-year strategic plan which will include elements of capital, fiscal, and master plans.

This will be kept as an ongoing goal.

Mr. Cohen & John Sousa currently prepare 5-year budget reports.

19. The Town Manager and Board will continue to monitor the status of the FEMA grant that addresses the Williamsburg/Merrimack River erosion issue.

This will be kept as an ongoing goal.

The process is moving forward.

20. The Board will create an action plan to reduce the number of double utility poles in the community.

This will be kept as an ongoing goal.

Verizon will continue to be invited to periodic meetings to provide updates.

21. The Board and Town Manager will begin the process of planning for major capital projects expected to arise in the near-term, including school modular buildings and science laboratories, and Chelmsford Forum, and explore potential funding options.

This will be kept as an ongoing goal.

22. The Board will actively monitor the progress of the 7 North Road Committee, 101 Mill Road Committee and carefully consider the committee's recommendations prior to Fall Town Meeting.

7 North Rd. will be deleted as the project is being done.

101 Mill Rd. will remain as a goal.

FY17 Goals

See previous list for what will remain as goals.

Selectman Merrill suggested having quarterly Tri-Board Meetings as a way to help with the budgeting process.

Selectman Joyce suggested re-visiting a town-owned ambulance proposal. The Board agreed to take this under advisement.

Selectman Merrill requested whether meetings could be posted with more advance notice as a way to help with personal scheduling, and possibly increase resident participation.

Selectman Wojtas requested that the Board pursue a Complete Streets Program as a Smart Growth Initiative.

Approved 6/27/2016

Selectman Joyce requested that Committee applications for the Charter Review Committee be kept open for 2 more weeks to garner more applicants.

> **Motion:** by Selectman Wojtas to adjourn the work session at 6:50PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,

Recording Secretary

BOARD OF SELECTMEN MEETING AGENDA
June 6, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Brenda Lovering, Chelmsford Garden Club: Opening of the Chelmsford Public Garden
   - Kirk Marshall: 2016 Arts & Technology Education Fund Awards

   Documents: **ATEF_AWARDS-2016.PDF**

RECEIVED
2016 JUN -2 PM 1:18
TOWN OF CHELMSFORD
DONDRINA Z. MALONEY
TOWN CLERK

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

   - Application Special License to Sell Wine at an Agricultural Event: Summer Farmers Market

   Documents: **SPECIAL LICENSE WINE AT FARMERS MARKET.PDF**

6. **REPORTS & PRESENTATIONS**

   - Jim Kelsey, Bicycle & Pedestrian Advisory Committee: Master Plan Contribution

   Documents: **BICYCLE AND PEDESTRIAN PLAN SELECTMAN PRESENTATION REV1.PDF, BICYCLE AND PEDESTRIAN PLAN JUNE 2016.PDF**

7. **TOWN MANAGER REPORTS**

8. **SCHEDULE ANNUAL PERFORMANCE APPRAISALS**

   - Town Manager, Paul Cohen
   - Town Accountant, Darlene Lussier

9. **APPOINTMENTS**

   - Charter Review Committee
   - Matthew Dulchinos: Board of Registrars, 3 year term ending 6/30/2019
   - Joseph Varnum: Chelmsford Center for the Arts Advisory Committee, 1 year term ending 6/30/2017
   - Elizabeth Smith: Cultural Council, 3 year term expiring 6/30/2019
   - Annual Board & Committee Re-Appointments

Documents: **CHARTER REVIEW COMMITTEE APPLICATIONS.PDF, MATTHEW_DULCHINOS-BOARD OF REGISTRARS.PDF, JOE_VARNUM-CCA_ADVISORY.PDF, TOC1027 ELIZABETH SMITH-CULTURAL COUNCIL.PDF, RE-APPOINTMENTS - EXPIRING APPOINTMENTS 06.30.2016.PDF**

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: June 20, 2016

RECEIVED
2016 JUN -2 PM 1:18
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Approved 8/22/2016

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Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
June 6, 2016

Attending:
George Dixon, Jr., Chairman
Patricia Wojtas, Vice Chairman
Laura Merrill, Clerk
Robert Joyce, Selectman
Glenn Diggs, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia, and the Chelmsford Independent.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements
Brenda Lovering, Chelmsford Garden Club: Opening of the Chelmsford Public Garden
The Opening Ceremony is scheduled for June 14, 2016 at 2:00 PM, with a rain date of June 15, 2016. Everyone is welcome, and the Town was thanked for its support.

Kirk Marshall: 2016 Arts and Technology Education Fund Awards
Residents were thanked for their support of this program, and donations are always welcomed. Recipients were introduced and were called up to receive their certificate. A description of their project was also provided.

Open Session
Kelly Santos wished to speak on behalf of the Sousa Family regarding a proposed request to re-name the East School field. The family would still like some form of recognition in memory of Anthony Sousa. Chairman Dixon suggested she file another application with the CIVIC Committee.

Committee Vacancies
Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Licenses
Application: Special License to Sell Wine at an Agricultural Event: Summer Farmers Market
This is a renewal of a previously issued license. There have been no issues with past licenses.

> **Motion:** by Selectman Wojtas to approve a Special License to sell wine at an Agricultural Event at the Summer Farmers Market to be held on Chelmsford Common on Thursdays from June 16, 2016-September 29, 2016 from 2:00PM-6:30PM. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Reports & Presentations

Jim Kelsey, Bicycle and Pedestrian Advisory Committee: Master Plan contribution

The Executive Summary of a Chelmsford Bicycle and Pedestrian Plan was provided to the Board. It suggests economic, environmental and health benefits of improving bicycle and pedestrian access in Chelmsford, promote supporting the "Complete Streets" program, and lists streets and areas where improvements are warranted. The Committee meets annually with the DPW and Town Engineer to discuss the plan, and the Committee requested that the Plan be added as an addendum to the 2010 Chelmsford Master Plan.

Selectman Diggs suggested that more cost data on the suggested improvements be provided before accepting the document into the Master Plan. Selectman Joyce suggested that the Committee research proposals for a Complete Streets program that could be discussed at Town Meeting. Chairman Dixon asked about police department input and possible water amenities for the Rail Trail; he was advised that the police department did not provide input for the report other than a review of some accident reports, and water amenities have not been considered due to the high cost to install and maintain them and the propensity for vandalism. Several selectmen suggested possible funding sources for various implementation options through state grants, town meeting requests or other incentives.

Town Manager Reports

Mr. Cohen announced that all departments are finalizing their year-end reports, and auditors are doing their preliminary work for the next Town audit. Borrowing for the Capital Plan and refunding process should be done by the end of the month. The board may need to meet to formally approve the documents.

The State has passed a new public records law. The Town Clerk is researching requirements; there may be a need to create a Public Records Coordinator position.

Mr. Cohen announced that annual performance appraisals are being conducted for staff at this time.

UMass has indicated interest in liquidating property at their West Campus. State Representative Tom Golden is monitoring the situation.

The structural analysis at the Chelmsford forum is ongoing; an appraisal process will start after this work is completed.

Re-evaluation data collection is ongoing through the Assessor's Office; the work should be completed in time for next quarter's tax bills.

Results of the Municipal reform Package should be available by August 1, 2016.

The Chelmsford Dog Park will open to the public on June 21, 2016.

Work at Varney Park and the Chelmsford Public Garden is almost completed.

Schedule Annual Performance Appraisals

Town Manager, Paul Cohen

Town Accountant, Darlene Lussier

Selectmen Wojtas and Merrill will work on Mr. Cohen's performance appraisal and Selectmen Joyce and Diggs will work on the appraisal for Ms. Lussier. The reports are due by the Board's meeting on July 11.

Appointments

Charter Review Committee: 9 Members, 18 month term ending December 31, 2017

Selectman Diggs recused himself at 8:02PM from this discussion.

Selectman Joyce nominated Valerie Diggs
Selectman Merrill nominated Tom Moran
Chairman Dixon nominated Dan Burke
Selectman Wojtas nominated Douglas Bruce
Selectman Wojtas nominated Sheila Pichette
Chairman Dixon nominated Sam Chase
Selectman Merrill nominated Louis Marino
Selectman Joyce nominated David McLachlan
Mr. Cohen nominated Mike McCall

> **Motion:** by Selectman Joyce to approve the appointment of nine members to the Charter Review Committee as nominated, for a term to end on December 31, 2017. Seconded by Selectman Merrill. **Motion carries, unanimous. 4-0.**

Selectman Diggs returned to the meeting at 8:07PM.

Matthew Dulchinos: Board of Registrars, 3 year term ending 6/30/19

> **Motion:** by Selectman Wojtas to appoint Matthew Dulchinos to the Board of Registrars for a term to expire on June 30, 2019. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Joseph Varnum: Chelmsford Center for the Arts Advisory Committee, 1-year term ending 6/30/17

> **Motion:** by Selectman Wojtas to approve the Town Manager's appointment of Joseph Varnum to the Chelmsford Center for the Arts Advisory Committee for a term to expire on June 30, 2017. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Elizabeth Smith: Cultural Council, 3-year term expiring 6/30/19

> **Motion:** by Selectman Wojtas to approve the Town Manager's appointment of Elizabeth Smith to the Cultural Council for a term to expire on June 30, 2019. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Annual Board and Committee Re-appointments

> **Motion:** by Selectman Wojtas to approve the Town Manager's Annual Re-appointments to various committees for terms to expire as presented. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Selectmen Liaison Reports and Referrals

Selectman Joyce:

-An apartment complex proposal for 11 Cushing Place was heard by the Planning Board. Amenities will include additional parking for Rail Trail users, a bicycle repair and storage facility for complex residents as well as other improvements to the area that will benefit abutters and the general public.
-Best wishes for a speedy recovery were given for Alex Turner, a Chelmsford native who was piloting an Air Force Thunderbird when in crashed in Colorado.
-The Town manager was asked to research whether there were any economical (cost and longevity) benefits to using concrete on sidewalks as opposed to bituminous pavement.

Selectman Merrill:
-The Town Manager was asked if there is any concern about the Library's decision to reduce the number of bins in their recycling area. Mr. Cohen reported that this was an internal decision, and should not affect residents at all.
-The Board of Health is reporting that homeless families living in hotels in Chelmsford are being relocated, and the extended stay populations are decreasing.
-Also from the Board of Health: Central Mass. Mosquito Control calls will be monitored before spraying is done.
-Andiamo's Restaurant has opened, and dinner was fantastic.

Selectman Wojtas:
-There will be book drop-off events at the Town Offices Gym on June 11, 2016 and June 25, 2016.
-Spencer Royston was congratulated on achieving Eagle Scout status.
-Recent graduates from Nashoba Valley Technical High School were congratulated for their achievement.

Selectman Diggs:
-The Community Preservation Committee heard a presentation from NMCOG regarding a potential Façade Improvement Program for Center Village and Vinal Square. Further discussions will be had on how to fund the program and other requirements.

Chairman Dixon:
-The School Department was thanked for the invitation to this year's graduation ceremony. Graduates were congratulated on their achievement.
-This week marks the 72nd anniversary of D-Day. Veterans were thanked for their service.

Press Questions
No one came forward at this time.

Adjourn

> **Motion:** by Selectman Wojtas to adjourn this meeting at 8:24PM. Seconded by Selectman Merrill. **Motion carries, unanimous.**

Next Regular Meeting: June 20, 2016.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

Approved 8/22/2016

List of Reference Documents:
-Invitation to the Opening Ceremony for the Chelmsford Public Garden
-Award Certificates for ATEF Grant Recipients
-List of Committee Vacancies
-Supporting documents for Aaronap Cellars, LLC
-Bicycle and Pedestrian Master Plan Presentation
-Committee Applications

BOARD OF SELECTMEN MEETING AGENDA
June 27, 2017
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 JUN 23 PM 1:43
TOWN OF CHELMSFORD
ONORINA T. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Eagle Scout, Bryce Zachary Russell-Benoit: Certificate of Achievement
   - Chelmsford Youth Baseball, Mike Donoghue: 2016 12YO Regional Baseball Tournament, 7/15/16
   - Lions Club, Ron Hubbard & Charlene Svenson: Country Fair, July 3 & 4
   - Chelmsford Parade Committee: July 4th Parade

   Documents: **BRYCE RUSSELL-BENOIT.PDF, JULY-4TH_ACTIVITIES-16.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents: **COMMITTEE VACANCIES.PDF**

5. **REPORTS & PRESENTATIONS**

   - John Sousa: Bond Sale Approval for FY17 Capital Plan and Refunding

   Documents: **BOND AUCTION RESULTS 6 24 16XLS.PDF, RATINGSDIRECT_ANALYSIS_1658009_JUN-16-2016_15_49.PDF**

6. **TOWN MANAGER REPORTS**

   - List of Qualified Officers & Designated Backup Signatory
   - Roberts Field Habitat and Fields Maintenance Plan

   Documents: **LIST OF QUALIFIED OFFICERS TO PERFORM TM DUTIES 6-16.PDF, ROBERTS FIELD HABITAT AND TRAIL MANAGEMENT PLAN 2016.PDF**

7. **TOWN MANAGER BID AWARDS**

   - Sugar Maple Farming at Sunny Meadow Farm: James Dergay

   Documents: **BID RESULTS SUGAR MAPLE FARMING.PDF**

8. **APPOINTMENTS**

   - Annual Appointments
   - Stephen Pustell, Bicycle & Pedestrian Advisory Committee, 3 year term ending 6/30/2019

   Documents: **APPOINTMENTS-6-27-2016.PDF, BPAC-STEVE PUSTELL.PDF**

9. **MEETING MINUTES**

   - Regular Meeting Minutes: April 11, 2016

- Work Session Minutes: May 23, 2016

Documents: **4-11-16 BOS MINUTES.PDF, 5-23-16 BOS WORK SESSION.PDF**

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

12. EXECUTIVE SESSION

- Strategy with Respect to Collective Bargaining

NEXT REGULAR MEETING DATE: July 11, 2016

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2016 JUN 23 PM 1:43
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Approved 8/22/2016

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Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
June 27, 2016

Attending:
George Dixon, Jr., Chairman
Patricia Wojtas, Vice Chairman
Laura Merrill, Clerk
Robert Joyce, Selectman
Glenn Diggs, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:01 PM.

Public Service Announcements
Eagle Scout, Bryce Zachary Russell-Benoit: Certificate of Achievement
Mr. Russell-Benoit was not present for his certificate.

Chelmsford Youth Baseball, Mike Donoghue: 2016 12YO Regional Baseball Tournament, July 15, 2016
Chairman Dixon was asked to throw out the first pitch at this year's Tournament. The 15-year old players tournament will be held in Chelmsford. The Board was given Chelmsford Baseball hats. A list of events was provided, and everyone is welcome to cheer on the players.

Lions Club, Ron Hubbard & Charlene Svenson: Country Fair, July 3&4, 2016
Mr. Hubbard announced the Fair will run from 5:00PM-11:00PM on Sunday, July 3, 2016, and from 8:00AM-3:00PM on Monday, July 4, 2016. There are 67 vendors at this year's Fair.

Ms. Svenson announced the Fall Apple Fest will be held on September 24, 2016.

Chelmsford Parade Committee: July 4th Parade
Mr. Cohen announced the Parade will start at 10:00AM on Monday, July 4, 2016. Chelmsford Telemedia will broadcast the parade for later viewing.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Reports & Presentations
John Sousa: Bond Sale Approval for Capital Plan & Refunding

Six bids were received; $4 million is being used to refinance existing 2011 bonds, and $3.02 million is being used to finance capital projects.

Motion: by Selectman Wojtas that the Clerk of the Board of Selectmen of the Town of Chelmsford, Massachusetts (the "Town"), certify that at a meeting of the board held June 27, 2016, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: That in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund all or a portion of the Town's $9903,704.00 General Obligation Municipal Purpose Loan of 2010 Bonds, Series A, dated July 1, 2010 maturing in the years 2019 through 2024 (inclusive), 2026, 2028, and 2030 in the aggregate principal amount of $4,075,000 (collectively, the "Refunded Bonds"), and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

Further Voted: that the sale of the $7,020,567 General Obligation Municipal Purpose Loan of 2016 Bonds of the Town dated July 5, 2016 (the "Bonds"), to Janney Montgomery Scott LLC at the price of $7,698,154.74 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on June 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2017	10,000.00	2.00%	2024	365,000	4.00%
2018	565,567	3.00	2025	365,000	2.00
2019	1,215,000	4.00	2026	365,000	2.00
2020	1,200,000	4.00	2027	340,000	2.00
2021	1,095,000	4.00	2028	235,000	2.00
2022	470,000	4.00	2029	230,000	2.00
2023	365,000	4.00	2030	200,000	2.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 15, 2016, and a final Official Statement dated June 22, 2016 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: to authorize the execution and delivery of a Refunding Escrow Agreement to be dated July 5, 2016, between the Town and U.S. Bank National Association, as Refunding Escrow Agent and Paying Agent.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.
Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Town Manager Reports

List of Qualified Officers & Designated Backup Signatory
The Board was provided with a list of officers to be used in the event the Town Manager is unable to perform his duties. The officers are Community Development Director Evan Belansky, Public Works Director Gary Persichetti, and Finance Director John Sousa.

Roberts Field Habitat & Fields Maintenance Plan
The full report is available on the Town website. Contributors were thanked for putting the report together.

State Budget Update

There has been an announcement that revenue assumptions made in December, 2015 are not being met at the State level. No impact to local aid has been announced yet and the situation will continue to be monitored. There is a possibility that the Municipal Modernization Act may be revised to have other options. More information should become available at the end of July.

Town Manager Bid Awards

Sugar Maple Farming at Sunny Meadow Farm: James Dergay.

Mr. Dergay provided the only bid for this item. He is requesting that the town provide funding for the trees, which Mr. Cohen felt could be better addressed by Mr. Dergay with an application for funding request through the Community Preservation Committee. The term of the lease is 10 years, and Mr. Dergay intends to plant 1000 trees per year up to 5000 trees.

> **Motion:** by Selectman Wojtas to authorize the Town Manager to revise a bid award to James Dergay to allow use of an area of Sunny Meadow Farm at $1.00/year for ten years without any financial support from the Town. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Appointments

Annual Board and Committee Re-appointments

Selectman Joyce requested that the Board review the Town Counsel appointment.

> **Motion:** by Selectman Joyce to extend the appointment of Kopelman & Paige as Chelmsford's Town Counsel through December 31, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

The remainder of the list had no issues.

> **Motion:** by Selectman Wojtas to approve the Town Manager's Annual Re-appointments to various committees for terms to expire as presented. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

> **Motion:** by Selectman Wojtas to approve the Board of Selectman Re-appointment of John Edward to the Housing Advisory Board for a term to expire June 30, 2017. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Stephen Pustell, Bicycle & Pedestrian Advisory Committee, 3-year term ending June 30, 2019

> **Motion:** by Selectman Wojtas to approve the Town Manager's appointment of Stephen Pustell to the Bicycle and Pedestrian Advisory Committee for a term to expire June 30, 2019. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Meeting Minutes

Regular Meeting Minutes April 11, 2016

> **Motion:** by Selectman Wojtas to approve the Regular Meeting Minutes of April 11, 2016 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous 5-0.**

Work Session Meeting Minutes May 23, 2016

Motion: by Selectman Wojtas to approve the Work Session Meeting Minutes of May 23, 2016 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous, 5-0.**

Selectmen Liaison Reports and Referrals

Selectman Joyce:
-The Town Clerk was congratulated on being named "Town Clerk of the Year" by the Massachusetts Town Clerks Association.

Selectman Merrill:
-Matthew Ricard was congratulated for becoming Nashoba Valley Technical High School's new Assistant Principal.
-The DPW was thanked for their assistance with work being done at the Oak Hill Conservation Reservation.
-The foundation for the new carriage house at the Public Library has been poured. Work is ongoing.
-Outdoor concerts at MacKay Library will be held every Wednesday in July, and through mid-August, from 6:30PM-7:30PM.
-The School Department has announced a change in High School starting dates. Freshmen and mentors will begin on September 7, 2016; all other students will begin on September 8, 2016.
-The transition to a new custodial company for the school buildings has begun.
-Joey Rossano and Joshua Walsh were congratulated on achieving Eagle Scout status.

Selectman Diggs:
-Residents were encouraged to watch the Planning Board discussion with Community Development Director Evan Belansky regarding zoning on Rt. 129. The Board will be discussing options for this area further later in the Summer.

Selectman Wojtas:
-Town Clerk Onorina Maloney was congratulated on receiving her award.
-Thad Soule was congratulated for passing the Massachusetts Bar Exam.
-Mr. Cohen was congratulated on being elected President of the Chelmsford Rotary Club.
-There will be a car show fundraising event at th Elks on July 10, 2016 to benefit the Veterans Memorial Park from 9:00AM-2:00PM.
-Blake Funeral Home has started the groundbreaking for their new facility. They were thanked for continuing to grow in Chelmsford.

Chairman Dixon:
-The Town Clerk's Award is a great honor for the Town.
-Residents were wished a Happy Fourth of July.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session for the purpose of discussing strategy with Respect to Collective Bargaining. Seconded by Selectman Merrill.

Roll Call Vote:
Selectman Joyce: Aye
Selectman Merrill: Aye

Selectman Wojtas: Aye
Selectman Diggs: Aye
Chairman Dixon: Aye

Regular Session was adjourned at 7:45PM

Next Regular Meeting: July 11, 2016.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Invitation to the Lions Club Apple Fall Fest
-Certificate of Achievement for Eagle Scout
-List of Committee Vacancies
-2016 Fourth of July Program
-Supporting documents for Bond Sale & Refunding

-List of Qualified Officers
-Presentation of Roberts Field Habitat Management & Trail Plan
-Memo of June 16, 2016 regarding Sugar Maple Farming
-List of Annual Committee Appointments
-Committee Applications
-Meeting Minutes

BOARD OF SELECTMEN MEETING AGENDA
July 11, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 JUL -8 PM 12:10
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Movie Night at Varney Playground & Grand Re-Opening Celebration: 7/16 at 6 PM
   - Notice to Close the Warrant: Deadline for Citizens Petition Warrant Articles for Fall Annual Town Meeting, 8/1/16 at 4 PM

   Documents:

   VARNEY_MOVIE_NIGHT.PDF
   NOTICE CLOSE WARRANT.PDF

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   - Committee Vacancies as of 7/11/2016

   Documents:

   COMMITTEE VACANCIES.PDF

5. **PUBLIC HEARINGS**

   - Change of Corporation, Change of Owner, Change of Manager, Transfer of Stock and Pledge of License for All Alcohol Package Store License: From Harrington Wine & Liquors, Inc. d/b/a Harrington Wine & Liquors to Lincoln Liquors, 10 Summer St.

   Documents:

   HARRINGTON TRANSFER.PDF

6. **LICENSES**

   - All Alcohol License:

   Chelmsford Center for the Arts, 1A North Road
   Chelmsford Community Center, 35 Princeton Street

   - Beer & Wine Package Store License: Chelmsford Premium Meats, 120 Chelmsford St.
   - Class 1 Auto Dealer License: AutoFair, 95 Drum Hill Rd

   Documents:

   TOWN HALL ADVISORY COMMITTEE.PDF
   NORTH TOWN HALL ADVISORY COMMITTEE.PDF
   CHELMSFORD PREMIUM MEATS.PDF
   AUTOFAIR AUTO DEALER.PDF

7. **REPORTS & PRESENTATIONS**

   - Energy Manager, Christopher Illsley: DOER Green Communities Grant Award

Documents:

DOER GREEN COMMUNITIES GRANT.PDF

8. TOWN MANAGER REPORTS

- Trinity Ambulance Rate Increase

Documents:

TRINITY.PDF

9. TOWN MANAGER BID AWARDS

- Parker Middle School Crawl Spaces, Asbestos Abatement and Encapsulation
- FY17 DPW Materials Services

Documents:

PARKER ASBESTOS REMEDIATION BID RESULTS.PDF
DPW BID 5 VERTICAL GRANITE CURB.PDF

10. MEETING MINUTES

- April 25, 2016 regular session
- May 9, 2016 executive session

Documents:

REG SESSION_2016_0425.PDF

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: August 1, 2016

RECEIVED
2016 JUL -8 PM 12:10
TOWN OF CHELMSFORD
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TOWN CLERK

Approved 8/22/2016

RECEIVED
2016 AUG 29 PM 1:13
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
July 11, 2016

Attending:
George Dixon, Jr., Chairman
Patricia Wojtas, Vice Chairman
Robert Joyce, Selectman
Glenn Diggs, Selectman

Paul Cohen, Town Manager

Not Present:
Laura Merrill, Clerk

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia, and the Chelmsford Independent.

Chairman Dixon called the meeting to order at 7:00 PM.

Public Service Announcements
Movie Night at Varney Playground & Grand re-Opening Celebration: July 16, 2016 at 6:00PM
Joe Tierney, 3 Grant St., announced a movie & activity night to celebrate the re-opening of Varney Park on July 16, 2016. The event will include a fundraising activity for an Eagle Scout project to build a new dock by the lake.

Notice to Close the Warrant: Deadline for Citizen Petition Warrant Articles for Fall Annual Town Meeting, August 1, 2016
Mr. Cohen reminded anyone wishing to include a Citizen's Petition in the Fall Town Meeting that a minimum of 10 certified signatures are needed for each petition.

Open Session
No one came forward at this time.

Committee Vacancies
Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Public Hearings
Change of Corporation, Change of Owner, Change of Manager, Transfer of Stock and Pledge of License for All alcohol Package Store License: From Harrington Wine & Liquors, Inc. d/b/a Harrington Wine & Liquors to Lincoln Liquors, 10 Summer St.
Richard Aronovitz, 60 Aaron Way, Carlisle, MA was present as the new owner of this business. He provided his work experience, and has had no violations, ever. Selectman Wojtas noticed missing pages in her copy of the application, it was thought these pages were omitted from the public presentation due to personal information on them. The missing pages will be supplied to the Board for review. Mr.

Harrington will continue to own the land and building where the business is situated. The popular train sets will most likely be donated to an organization in Town.

There were no comments from the audience.

The applicant requested the Board waive the two meeting continuation requirement due to delays caused by the Legal Notice not being filed properly, which the applicant maintains was not in their control. The Board agreed where the applicant is a new entity in Town, the waiting period would not be waived.

> **Motion:** by Selectman Joyce to continue the Hearing for Lincoln Liquors to August 1, 2016. Seconded by Selectman Wojtas. **Motion carries, unanimous. 4-0.**

Licenses

All Alcohol License:

Chelmsford Center of the Arts, 1A North Rd.
Chelmsford Community Center, 35 Princeton St.

Donald Van Dyne, Chairman of the Town Hall Advisory Committee was present with Joseph Varnum, Manager of the CCA, & Laura Lee, Chairman of the Chelmsford North Town Hall Advisory Committee. The request is to move the license application on to the ABCC for their approval as soon as possible so the organizations can plan for the upcoming holiday season. Selectman Joyce requested that formal written policies and procedures be presented to the Board on how alcohol is stored, obligations for fees for the bartender, and he did not support waiving the Board's two meeting waiting period. Selectman Wojtas requested that hours of operation be corrected, and she noted that both establishments have a lot of history with One Day Licenses that have had no issues.

> **Motion:** by Selectman Wojtas to approve an On Premises All Alcohol License for Town Hall Advisory Committee d/b/a Chelmsford Center of the Arts to be exercised on the premises at 1A North Rd. Seconded by Selectman Diggs. Selectman Joyce opposed, all others in favor. **Motion carries 3-1.**

Chelmsford Community Center, 35 Princeton St.

Laura Lee requested an address correction on the Meeting Agenda, they are located at 31 Princeton St. Ms. Lee would be the Manager at the Chelmsford Community Center, and will be developing policies and procedures.

> **Motion:** by Selectman Wojtas to close the Public Hearing for an On Premises All Alcohol License for North Town Hall Advisory Committee d/b/a Chelmsford Community Center. Seconded by Selectman Diggs. Selectman Joyce opposed, all others in favor. **Motion carries 3-1.**

> **Motion:** by Selectman Wojtas to approve an On Premises All Alcohol License for the North Town Hall Advisory Committee d/b/a Chelmsford Community Center to be exercised on the premises at 31 Princeton St. Seconded by Selectman Diggs. Selectman Joyce opposed, all others in favor. **Motion carries 3-1.**

Beer & Wine Package Store License: Chelmsford Premium Meats, 120 Chelmsford St.

Attorney Douglas Hausler spoke on behalf of the applicant. This application received support from the Police Chief, which did not happen the previous time the application was filed. Geographical data on

licensed locations in Lowell and Billerica was provided to the Board to show that the ABCC will support applications for locations that are close in proximity to each other. Other reasons to support the application include the following: an available license would not be used by a grocery or convenience store, the clientele at this business tends to be older and the location is not prone to attracting youthful customers, the business is run by an established family and is known to the Town, and there are no youths operating the registers. The alcohol will be displayed in an open area to deter theft.

Audience comments:
Len Carpenter, owner of Chelmsford Premium Meats read parts of the decision on the previous application into the record, and felt their decision was based on the Board's preference not to issue a license based on proximity of other stores.

Sarah Davis, 15 Cottage Row, has frequented a similar store in Arlington, and she loved the "boutique" feeling it provided.

> **Motion:** by Selectman Wojtas to continue the Public Hearing for Chelmsford Premium Meats to August 1, 2016. Seconded by Selectman Joyce. **Motion carries, unanimous. 4-0.**

Class 1 Auto Dealer License: AutoFair, 95 Drum Hill Rd.
Andy Crews was present on behalf of the applicant. The dealership will employ between 60-65 people, and the location is replacing a Nissan dealership the company currently has in Tewksbury. They expect to open sometime in August. All signage has been approved by the Building Inspector.

No comments were received from the Audience.

> **Motion:** by Selectman Wojtas to close the Public Hearing for Auto Fair. Seconded by Selectman Joyce. **Motion carries, unanimous. 4-0.**

> **Motion:** by Selectman Wojtas to approve an Auto Dealer Class I License for Tewksbury Automotive LLC d/b/a AutoFair Nissan of Chelmsford to be exercised on the premises at 95 Drum Hill Rd. as presented. Seconded by Selectman Joyce. **Motion carries, unanimous. 4-0.**

Reports & Presentations
Energy Manager, Chris Illsley: DOER Green Communities Grant Award
Mr. Illsey announced the grant award of $247,915.00 was awarded to the Town which could only be used on the list of projects given to the Board. The total cost of these projects is $309,105.00. The difference will be paid for through utility incentives. Work will be done at night or on weekends, and will take about 11 weeks to complete. Only 47 out of 101 applicants received awards in this program.

Town Manager Reports
Trinity Ambulance Rate Increase.
The Board was provided a letter from Trinity Emergency Medical Services indicating their BLS Emergency rate would increase to $1620.00 from $1500.00, and the BLS Mileage rate would increase to $55.60 from $51.50. Selectman Joyce requested a continuation on the vote for this change in order to review financial records to substantiate such a large increase. He felt the rates should remain the same for the entire length of the 3-year contract, and even though the Town does receive a contribution for dispatch services, this will also impact the cost of health insurance for everyone.

Motion: by Selectman Wojtas to approve the proposed rate increase for Trinity Emergency Medical Services as presented. Seconded by Selectman Diggs. Selectman Joyce opposed, all others in favor. **Motion carries, 3-1.**

Town Manager Bid Awards

Parker Middle School Crawl Spaces, Asbestos Abatement & Encapsulation

Kathleen Canavan explained 4 bids were received for this work. Air quality tests will be done at the same time. This is part of an ongoing process to remove all asbestos from all of the schools.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for asbestos abatement and encapsulation from crawl spaces at Parker Middle School to Allstate Asbestos of Lowell in an amount not to exceed $95,416.20 as presented. Seconded by Selectman Joyce. **Motion carries, unanimous. 4-0.**

FY17 DPW Materials Services

Three bids were received for this item.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for Vertical Granite curb to R.S. Hurford Co. Inc. at the price of $35.29/LF as presented. Seconded by Selectman Joyce. **Motion carries, unanimous. 4-0.**

Other business

Selectman Joyce requested an update on the purchase of a new fire truck. Mr. Cohen advised that vehicle delivery has been delayed six months. The unit will be a new model, not a demo model.

Meeting Minutes

April 25, 2016 Regular Session

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of April 25, 2016 as presented. Seconded by Selectman Joyce. **Motion carries, unanimous. 4-0.**

May 9, 2016 Executive Session

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of May 9, 2016 as presented. Seconded by Selectman Joyce. **Motion carries, unanimous. 4-0.**

Selectmen Liaison Reports and Referrals

Selectman Diggs:

-A Breakfast Meeting for business owners is being held on July 13, 2016 at the Police Department Community Room from 7:30-9:30AM. A topic of discussion will be options for the Rt. 129 Corridor.

Selectman Wojtas:

-She reported that she presented Bryce Russell with his certificate to congratulate him on becoming an Eagle Scout.

-Corporal Derek Hamilton of the Marines was welcomed Home.

-Organizers of the July 3 Country Fair and July 4 Parade were congratulated for putting on great events.

Selectman Joyce:

-Condolences were given to the Dallas Police department, and thanks were given to the Chelmsford Police and Fire departments. Selectman Diggs added that the Fire Department did a great job handling the Rt. 3 fire that occurred on July 3, 2016.

Chairman Dixon:
-George Merrill was thanked for the tremendous amount of work he has done for the Town.
-Residents were encouraged to watch the teams at the Cal Ripkin Baseball Tournament that starts this Friday, July 15, 2016.
-The Chelmsford Open Space Stewardship and the 25-30 volunteers from the Lowell Vocational Technical School were thanked for their work clearing the trails at Southwell Field. Stacy O'Keefe was thanked for organizing the event. The work took four days to complete as some trails had not been cleared in many years.
-The softball tournament at Southwell Field was well attended by 30 teams.

Press Questions
No one came forward at this time.

Adjourn

Motion: by Selectman Wojtas to adjourn this meeting at 8:30PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Next Regular Meeting: August 1, 2016.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:
-Invitation to the Opening Ceremony for Varney Playground
-Legal Notice for Fall Town Meeting
-List of Committee Vacancies
-Supporting documents for Harrington Wine & Liquors
-Supporting documents for Chelmsford Center for the Arts and Chelmsford Community Center
-Supporting documents for Chelmsford Premium Meats
-Supporting documents for AutoFair
-Letter of June 28, 2016 regarding list of Projects under the Green Communities Award
-Letter of June 28, 2016 from Trinity Ambulance
-Supporting documents for Bid Awards
-Draft Minutes

BOARD OF SELECTMEN MEETING AGENDA
August 1, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 JUL 28 PM 2:37
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Sign Warrant for State Primary Election 9/8/2016

   Documents:

   STATE PRIMARY ELECTION WARRANT.PDF

3. **COMMITTEE VACANCIES**

   Documents:

   COMMITTEE VACANCIES.PDF

4. **OPEN SESSION**

5. **PUBLIC HEARINGS**

   - Continuance Change of Corporation, Change of Owner, Change of Manager, Transfer of Stock and Pledge of License from Harrington Wine & Liquors Inc. d/b/a Harrington Wine & Liquors to Lincoln Liquors, 10 Summer St.
   - Continuance Beer and Wine Package Store License Chelmsford Premium Meats 120 Chelmsford St.

   Documents:

   HARRINGTON TRANSFER.PDF
   CHELMSFORD PREMIUM MEATS.PDF

6. **LICENSES**

   - Class II Auto Dealer License: One Stop Automotive Services Inc. 295 Littleton Rd.
   - 1 Day Beer and Wine License: 8/5/16 Chelmsford Public Library Open House 25 Boston Rd.
   - 1 Day All Alcohol License: 8/4/16 St. Vartanantz Pre Wedding Party 180 Old Westford Rd.
   - 1 Day Beer and Wine License: 8/7/16 St. Vartanantz Annual Church Picnic 180 Old Westford Rd.
   - 1 Day All Alcohol License: 9/24/16 St. Vartanantz Veterans Dinner/Dance 180 Old Westford Rd.
   - 1 Day All Alcohol License: 10/5/16 St. Vartanantz Scholarship Golf Tournament 180 Old Westford Rd.
   - 1 Day All Alcohol License: 11/5/16 St. Vartanantz Wine & Beer Tasting 180 Old Westford Rd.
   - 1 Day All Alcohol License: 11/18/16 & 11/19/16 St. Vartanantz Church Bazaar 180 Old Westford Rd.

   Documents:

   CLASS II AUTO DEALER ONE STOP AUTOMOTIVE.PDF

1 DAY LIBRARY.PDF
1 DAY ST VARTANANTZ.PDF

7. **TOWN MANAGER REPORTS**

- First Draft Annual Fall Town Meeting Warrant

Documents:

2016 FALL ATM LIST OF WARRANT ARTICLES.PDF
2016 FALL ANNUAL TOWN MEETING WARRANT.PDF

8. **TOWN MANAGER BID AWARDS**

- Roof Replacement - School Admin. Building - 230 North Road

Documents:

BID AWARD MEMO (SCHOOLADMIN BLDG ROOF).PDF

9. **73 DALTON RD LIP APPLICATION**

Documents:

LIP-40B PERMIT APPLICATION-73 DALTON RD.PDF

10. **WARD WAY NO PARKING ZONE**

Documents:

WARD WAY.PDF
CHIEF SPINNEY-WARD WAY.PDF

11. **TOWN ACCOUNTANT FY16 PERFORMANCE APPRAISAL & FY17 COMPENSATION**

12. **TOWN MANAGER FY16 PERFORMANCE APPRAISAL & FY 17 COMPENSATION**

13. **APPOINTMENT TO FILL VACANCY ON CHARTER REVIEW COMMITTEE**

14. **APPOINTMENTS**

- Joseph Varnum: CCA Advisory Committee, 1 year term ending 6/30/16
- John Tubridy: Community Action Program Committee, 1 year term ending 6/30/16
- Will Arvidson: Historical Commission, unexpired 3 year term ending 6/30/18
- John Moses: Military Community Covenant, 3 year term ending 6/30/2019

Documents:

8-1-16 COMMITTEE APPLICATIONS.PDF

15. **MEETING MINUTES**

- Regular Meeting Minutes: May 9, 2016

Documents:

5-9-16 BOS MINUTES.1.PDF

16. **DISCUSSION ITEMS**

- Rt 129 Corridor
- Potential Affordable Housing Projects

17. **SELECTMEN LIAISON REPORTS & REFERRALS**

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TOWN CLERK

18. PRESS QUESTIONS

19. EXECUTIVE SESSION

- Strategies with relation to Collective Bargaining
- Strategies with relation to Negotiations with Non-Union Personnel

NEXT REGULAR MEETING DATE: August 22, 2016

RECEIVED
2016 JUL 28 PM 2:37
TOWN OF CHELMSFORD
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TOWN CLERK

Approved 10/3/2016

RECEIVED
2016 OCT -6 PM 3:13
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
August 1, 2016

Attending:
George Dixon, Jr., Chairman
Patricia Wojtas, Vice Chairman
Laura Merrill, Clerk
Robert Joyce, Selectman
Glenn Diggs, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Dixon called the meeting to order at 7:02 PM.

Public Service Announcements
Sign Warrant for State Primary Election

> **Motion:** by Selectman Wojtas to post the September 8, 2016 State Primary Election Warrant to be held from 7:00AM-8:00PM as presented by the Constable's Return of Service letter. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Committee Vacancies
Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at http://www.townofchelmsford.us or through the Town Manager's office.

Open Session
No one came forward at this time.

Public Hearings
Continuance: Change of Corporation, Change of Owner, Change of Manager, Transfer of Stock and Pledge of License for All Alcohol Package Store License: From Harrington Wine & Liquors, Inc. d/b/a Harrington Wine & Liquors to Lincoln Liquors, 10 Summer St.
Selectman Merrill indicated she has watched the video of the previous hearing, and is prepared to vote on this matter.

Richard Aronovitz, 60 Aaron Way, Carlisle, MA advised all missing pages of the application have been provided to the Board as requested. The model trains in the store will be donated to a local charity that is willing and able to preserve them.

No comments were received from the audience, and there were no further questions from the Board.

Motion: by Selectman Wojtas to close the Hearing for Lincoln Liquors. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Motion: by Selectman Wojtas to approve a Change of Manager, New Officer and Pledge of License, Transfer of Stock and Change of d/b/a for an All Alcohol Package Store License of Harrington Wine & Liquor, Inc. d/b/a Harrington Wine and Liquors to Richard Aronovicz of Lincoln Liquors to be exercised on the premises at 10 Summer St., Chelmsford, MA. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Continuance: Beer & Wine Package Store License: Chelmsford Premium Meats, 120 Chelmsford St.
Selectman Merrill announced she has watched the video of the previous hearing and is prepared to vote on this matter.

Attorney Douglas Hausler spoke on behalf of the applicant, and provided the Board with additional documents showing advertisements for other butcher shops that also carry beer and wine around the Merrimack Valley. Atty. Hausler asserted that 95% of other businesses that are in a 2.2 mile radius of this shop would not be interested in holding this type of license. The remaining 5% include four gas stations and one convenience store as businesses that might possibly consider such a license. This is the first application that has received written support from the Police Chief. One letter of opposition was received, and the writer has rescinded her opposition. Many letters of support have been presented to the Board. Atty. Hausler noted that the audience speaker from the previous hearing was not solicited-she happened to be at the meeting for another hearing, and voluntarily offered her support.

Audience Comments:
Richard Aronovitz, 60 Aaron Way, Carlisle, and soon to be owner of Harrington's Liquors stated he had beer and wine sales in his pharmacies when he ran those businesses, and the "Pandora's Box Syndrome" referenced by Atty. Hausler is real, and approval of this license would encourage other businesses to apply for the remaining licenses.

Fred Gefteas, current land owner, supports this application as the applicant has proven themselves in Chelmsford and they are not running a barroom.

Atty. Hausler requested that he be allowed to address any Board concerns while the hearing was open. Selectman Merrill asked if research was done indicating how many convenience stores in surrounding towns have liquor licenses; this information was not obtained as it is a different application.

Selectman Joyce asked Town Counsel for an opinion on granting this type of license to gas or grocery stores. Atty. Jeff Blake advised that the Board has broad discretion on whether to grant or deny a license. The case of Ballarin, Inc. vs. Licensing Board of Boston provided that the Town's Board of Selectmen can decide "public need" at a particular location. A portion of the previous denial was read into the record, and Selectman Joyce stated he knew that Mr. Carpenter has done a great job but he did not see how public need had changed since that decision. Atty. Hausler advised that having the Police Chief's letter of support, and many letters of support from residents shows this is an application the public desires.

Motion: by Selectman Wojtas to close the Public Hearing for Chelmsford Premium Meats. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Motion: by Selectman Wojtas to deny a New Wine and Malt Package Store License for BM Carpenter, LLC d/b/a Chelmsford Premium Meats to be exercised on the premises at 118-120 Chelmsford St. Seconded by Selectman Joyce. **Discussion**:

Selectman Wojtas referred the Board to its written policy regarding not giving this type of license to food stores. Atty. Blake advised that Board Policy should not be the only consideration in deciding a particular case. Selectman Diggs suggested that the decision should be based on the needs of the community. Selectman Merrill noted there were no changes in the number of nearby liquor stores.

Motion to deny carries, unanimous. 5-0.

Licenses

Class II Auto Dealer License: One Stop Automotive Dealer Services Inc., 295 Littleton Rd.
Jim Welch, owner of this business, explained he had a site in Littleton, MA on a smaller lot with a 2-car license for 30 years. He is requesting 8 cars for sale at this location where he is doing auto repairs now. Plans submitted show 39 parking spaces.

No comments were received from the audience, and there were no further questions from the Board.

Motion: by Selectman Wojtas to close the Public Hearing for One Stop Automotive Dealer Services. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Motion: by Selectman Wojtas to approve an Auto Dealer Class II License for One Stop Automotive Dealer Services with a maximum of 8 cars for sale to be exercised on the premises at 295 Littleton Rd. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

One Day Beer & Wine License: August 5, 2016, Chelmsford Public Library Open House, 25 Boston Rd.
All paperwork is on file, and there were no further questions from the Board.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Chelmsford Public Library for an Open House to be held at 25 Boston Rd. on August 5, 2016. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

One Licenses for St. Vartanantz Armenian Church, 180 Old Westford Rd.:
Beer & Wine: August 7, 2016, Annual Church Picnic
All Alcohol: August 4, 2016, Pre-Wedding Party
All Alcohol: September 24, 2016, Veterans Dinner/Dance
All Alcohol: October 5, 2016, Scholarship Golf Tournament
All Alcohol: November 5, 2016, Wine & Beer Tasting
All Alcohol: November 18 & 19, 2016, Church Bazaar
All paperwork is on file and there were no further questions from the Board.

Motion: by Selectman Wojtas to approve the following One Day Licenses to St. Vartanantz Armenian Church to be exercised on the premises at 180 Old Westford Rd. on the following Dates:

Beer & Wine: August 7, 2016, Annual Church Picnic
All Alcohol: August 4, 2016, Pre-Wedding Party
All Alcohol: September 24, 2016, Veterans Dinner/Dance

All Alcohol: October 5, 2016, Scholarship Golf Tournament
All Alcohol: November 5, 2016, Wine & Beer Tasting
All Alcohol: November 18 & 19, 2016, Church Bazaar
Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Town Manager Reports

First Draft Annual Town Meeting Warrant

Mr. Cohen reported that no Citizen Petition Articles were received by today's deadline. The current articles were read into the record. Mr. Cohen anticipates some changes before the final draft is ready for the end of August. Selectman Joyce requested the Town Manager invite the State Representatives to attend Town Meeting, Mr. Cohen will send a request to them.

Town Manager Bid Awards

Roof Replacement-School Administrative Building, 230 North Rd.

Six bids were received for this project.

Motion: by Selectman Wojtas to approve the Town Manager's Bid Award for Roof Replacement at the School Administration Building to SOM Construction in an amount not to exceed $140,000.00 . Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

73 Dalton Rd. LIP Application

The Thirty day comment period for DHCD will expire on August 22, 2016. Chairman Dixon advised he planned on attending the site visit scheduled for next week. Selectman Joyce disagreed that the "affordable rental rates" were very affordable.

Steven Depoian, 79 Dalton Rd. requested to speak at this time, which the Board allowed. He questioned how this project would impact abutter's real estate values, and what the traffic impacts would be. He was advised that DHCD would determine this.

McKenzie Stefanini, 77 Dalton Rd. stated this project is 26 feet from their house and invades their privacy, and it is twice the size of the Dutton House which the Board of Appeals would not grant a variance for. She was advised that the previous application for the Dutton House was not a 40B application, where this project is being filed under 40B and different allowances are made by statute.

Ward Way No Parking Zone

Selectman Wojtas agreed to draft a letter to the State DOT to request this change, as Rt. 40 is a State controlled road.

Motion: by Selectman Wojtas to send a letter to District 4 Department of Transportation requesting no truck parking on either side of Groton Rd. by Ward Way. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Town Accountant FY16 Performance Appraisal & FY17 Compensation

Discussion tabled to the meeting on August 22, 2016.

Town Manager FY16 Performance Appraisal and FY17 Compensation

Discussion tabled to the meeting on August 22, 2016.

Appointment to fill vacancy on Charter Review Committee

Selectman Merrill had appointed Tom Moran to the committee. Since he resigned, it was Selectman Merrill's option to appoint his replacement. She chose Donald Van Dyne. Mr. Van Dyne was in the audience, and he declined the nomination. Selectman Merrill then deferred the nomination to Selectman Diggs, who chose Glenn Thoren.

Motion: by Selectman Wojtas to approve the appointment of Glenn Thoren to the Charter Review Committee. Seconded by Selectman Merrill. Selectman Joyce abstained, all others in favor. **Motion carries. 4-0.**

Appointments

Joseph Varnum : CCA Advisory Committee, 1-year term ending June 30, 2017
John Tubridy: Community Action Program Committee, 1-year term ending June 30, 2017
Will Arvidson: Historical Commission, unexpired 3-year term ending June 30, 2018
John Moses: Military Community Covenant, 3-year term ending June 30, 2019

Motion: by Selectman Wojtas to approve the Town Manager's appointments of Joseph Varnum to the Chelmsford Center for the Arts Advisory Committee for a one year term ending June 30, 2017, John Tubridy to the Community Action Program Committee for a one year term ending June 30, 2017, and of Will Arvidson to the Historical Commission for an unexpired 3-year term ending June 30, 2018. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Motion: by Selectman Wojtas to approve the Board's appointment of John Moses to the Military Community Covenant Task Force for a term ending June 30, 2019. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Meeting Minutes

Regular Meeting Minutes May 9, 2016

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of May 9, 2016 as presented. Seconded by Selectman Merrill. **Motion carries, unanimous. 5-0.**

Discussion Items

Rt. 129 Corridor

Discussion tabled to a future meeting.

Potential Affordable Housing Projects

John Edward of the Housing Advisory Board will attend a future meeting with an updated report.

Selectmen Liaison Reports & Referrals

Selectman Joyce:
No reports this evening.

Selectman Merrill:
-The Carriage House work at the Adams Library is progressing, and it is anticipated that work will be complete by about August 18, 2016.
-The Board of Health has announced that all families living in temporary quarters at local hotels have been relocated. Mr. Cohen advised there are still some families at Hawthorne Suites awaiting placement.

Selectman Diggs:
-Residents were encouraged to attend the School Committee's meeting being held tomorrow.
-The Economic Development Commission has invited several boards, including the Planning Board, Board of Selectmen, and Finance Committee, to a meeting on August 3, 2016 at 7:00PM at the School Administration Building to discuss the Rt. 129 Overlay Zoning Bylaw proposal. This meeting is open to any resident that wishes to attend.

Selectman Wojtas:
-Ryan Kelly was congratulated for achieving Eagle Scout status.
-Graduates of the Youth Public Safety Academy were congratulated.
-Eagle Scout Candidate Owen Busser is hosting a fundraising BBQ lunch at the American Legion for his project to build a canoe launch at Varney Playground beach. The lunch is being held on August 6, 2016, from 11:00AM-2:00PM. Everyone is welcome.
-A Veterans Appreciation Cookout sponsored by the Military Community Covenant Task force is being held on August 16, 2016 from 5:00PM-7:00PM at the Chelmsford Elks; this free event is open to everyone.
-The Adams Library is hosting an Open House Retirement event for Kathy Cryan-Hicks on August 5, 2016, from 5:30PM-7:30PM. RSVP's are encouraged.

Chairman Dixon:
-Selectman Joyce offered to show him how to use the I-pads that are now available to all Boards at meetings.

Press Questions
No one came forward at this time.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session for the purpose of discussing Strategies with Respect to Collective Bargaining and Strategies with Relation to Negotiations with Non-Union Personnel. Seconded by Selectman Merrill.

Roll Call Vote:
Selectman Joyce: Aye
Selectman Merrill: Aye
Selectman Wojtas: Aye
Selectman Diggs: Aye
Chairman Dixon: Aye

Regular Session was adjourned at 8:45PM

Next Regular Meeting: August 22, 2016.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

Approved 10/3/2016

-Constable's Return of Service for State Primary Election
-List of Committee Vacancies
-Supporting documents for Lincoln Liquors
-Supporting documents for Chelmsford Premium Meats
-Supporting documents for One Stop Automotive Dealer Services
-One Day License Applications
-Draft Fall Town Meeting Warrant Article List
-Memo of July 27, 2016 regarding Roof Replacement at the School Administration Building
-Memo of July 20, 2016 regarding Edward B. Bell Estates
-Memo of July 26, 2016 regarding "No Parking" signs for Groton Rd.
-Committee Applications
-Draft Minutes

Board of Selectmen

Notice of Public Meeting

Filed with Town Clerk:
RECEIVED
2016 AUG 1 AM 10:28
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

DATE: **Wednesday, August 3, 2016** *TIME:* **7:00 P.M.**

PLACE: **School Administration Building**
ADDRESS: 230 North Road

AGENDA

7:00 P.M. Meeting Call to Order

1. Introductions
2. Economic Development Commission – Rt. 129 presentation
   a. Discussion, Questions, Comments
3. Planning Board – Rt. 129 Zoning overlay presentation
   a. Discussion, questions, comments
4. Next Steps

Multi- Board Meeting of the Selectmen, Finance Committee, School Committee, Planning Board, Economic Development Committee and Assessors

Notice of Public Meeting

RECEIVED
Filed with Town Clerk:
2016 AUG -1 AM 9:01
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

DATE: **Wednesday, August 13, 2016** *TIME:* **7:00 P.M.**

PLACE: **School Administration Building**
ADDRESS: 230 North Road

AGENDA

7:00 P.M. Meeting Call to Order

1. Introductions
2. Economic Development Commission – Rt. 129 presentation
   a. Discussion, Questions, Comments
3. Planning Board – Rt. 129 Zoning overlay presentation
   a. Discussion, questions, comments
4. Next Steps

RECEIVED
2016 AUG 19 PM 12:14
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

BOARD OF SELECTMEN MEETING AGENDA
August 22, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

REVISED 8/19/2016 -2-

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1. 7:00 P.M. **CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - 9/11 Remembrance Ceremony: 9/11 Memorial, 50 Billerica Rd
   - Linda Prescott, Historical Commission: "On The Road" with Christopher Skelley, 9/13, CCA at 7 PM

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents:

   COMMITTEE VACANCIES.PDF

5. **LICENSES**

   - Common Victualer License: Pita, 18 Boston Rd
   - Class II Auto Dealer, Increase in Vehicles: B&G Auto Sales, 65 Tyngsboro Rd.

   Documents:

   CLASS II AUTO INCREASE IN VEHICLES.PDF
   COMMON VIC PITA.PDF

6. 7:00 P.M. **PUBLIC HEARINGS**

   - Violation of Dangerous Dog Order: Valerie Kopacz/Dunlevy, 42 Bridge St.

   Documents:

   KOPACZ- DANGEROUS DOG VIOLATION 42 BRIDGE ST.PDF

7. **REPORTS & PRESENTATIONS**

   - Vacate Foreclosure Judgement: 254A Dunstable Rd.
   - Evan Belansky: MassWorks Grant

   Documents:

VACATE FORECLOSURE.PDF
MASSWORKS GRANT.PDF

RECEIVED
2016 AUG 19 PM 12:14
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

8. TOWN MANAGER REPORTS

- Revised Draft Annual Town Meeting Warrant

Documents:

2016 FALL ATM LIST OF WARRANT ARTICLES.PDF
2016 FALL ANNUAL TOWN MEETING WARRANT.PDF

9. TOWN MANAGER BID AWARDS

- Wayfinding Sign Consultant

Documents:

BID AWARD-WAYFINDING SIGNAGE .PDF

10. TOWN ACCOUNTANT FY16 PERFORMANCE APPRAISAL & FY17 COMPENSATION

11. TOWN MANAGER FY16 PERFORMANCE APPRAISAL & FY 17 COMPENSATION

12. BOARD OF SELECTMEN COMMENTS ON 73 DALTON RD LIP APPLICATION

Documents:

LIP-40B PERMIT APPLICATION-73 DALTON RD.PDF

13. APPOINTMENTS

- Alan Fidler: Council on Aging, 3 year term ending 6/30/2019
- Virginia Marshall: TREE Committee, 1 unexpired term ending 6/30/2018
- Kevin Beaudoin, Jim Dolan, Sharon McNamara, John Osborn, and Kathy Osborn: Parade Committee: 1 year terms ending 7/31/2017
- Christopher Lavalle: IT Capital Advisory Committee, 1 year term ending 6/30/2017
- John Moses: IT Capital Advisory Committee, 1 year term ending 6/30/2017

Documents:

TREE-MARSHALL.PDF
COA-FIDLER.PDF
TOC1033 CHRISTOPHER LAVALLEE.PDF
TOC1032 JOHN MOSES.PDF

14. MEETING MINUTES

- Regular meeting Minutes: May 23, 2016
- Regular Meeting Minutes: June 6, 2016
- Regular Meeting Minutes: June 27, 2016
- Executive Session Minutes: June 27, 2016
- Regular Meeting Minutes: July 11, 2016
- Executive Session Minutes: August 1, 2016

Documents:

5-23-16 BOS MINUTES.1.PDF
6-6-16 BOS MINUTES.1.PDF
6-27-16 BOS MINUTES.1.PDF
7-11-16 BOS MINUTES.1.PDF

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2016 AUG 19 PM 12:14
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

15. **SELECTMEN LIAISON REPORTS & REFERRALS**

16. **PRESS QUESTIONS**

17. **EXECUTIVE SESSION**

- Strategies with respect to Collective Bargaining
- Strategies with respect to Negotiations with Non-Union Personnel

NEXT REGULAR MEETING: September 12, 2016

BOARD OF SELECTMEN MEETING AGENDA
August 22, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 AUG 18 PM 1:05
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - 9/11 Remembrance Ceremony: 9/11 Memorial, 50 Billerica Rd
   - Linda Prescott, Historical Commission: "On The Road" with Christopher Skelley, 9/13, CCA at 7 PM

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents:

   COMMITTEE VACANCIES.PDF

5. **LICENSES**

   - Common Victualer License: Pita, 18 Boston Rd
   - Class II Auto Dealer, Increase in Vehicles: B&G Auto Sales, 65 Tyngsboro Rd.

   Documents:

   CLASS II AUTO INCREASE IN VEHICLES.PDF
   COMMON VIC PITA.PDF

6. **7:00 P.M. PUBLIC HEARINGS**

   - Violation of Dangerous Dog Order: Valerie Kopacz/Dunlevy, 42 Bridge St.

   Documents:

   KOPACZ- DANGEROUS DOG VIOLATION 42 BRIDGE ST.PDF

7. **REPORTS & PRESENTATIONS**

   - Evan Belansky: MassWorks Grant

   Documents:

   MASSWORKS GRANT.PDF

8. **TOWN MANAGER REPORTS**

   - Revised Draft Annual Town Meeting Warrant

   Documents:

2016 FALL ATM LIST OF WARRANT ARTICLES.PDF
2016 FALL ANNUAL TOWN MEETING WARRANT.PDF

9. **TOWN MANAGER BID AWARDS**

- Wayfinding Sign Consultant

Documents:

BID AWARD-WAYFINDING SIGNAGE .PDF

10. **TOWN ACCOUNTANT FY16 PERFORMANCE APPRAISAL & FY17 COMPENSATION**

11. **TOWN MANAGER FY16 PERFORMANCE APPRAISAL & FY 17 COMPENSATION**

12. **BOARD OF SELECTMEN COMMENTS ON 73 DALTON RD LIP APPLICATION**

Documents:

LIP-40B PERMIT APPLICATION-73 DALTON RD.PDF

13. **APPOINTMENTS**

- Alan Fidler: Council on Aging, 3 year term ending 6/30/2019
- Virginia Marshall: TREE Committee, 1 unexpired term ending 6/30/2018
- Kevin Beaudoin, Jim Dolan, Sharon McNamara, John Osborn, and Kathy Osborn: Parade Committee: 1 year terms ending 7/31/2017
- Christopher Lavalle: IT Capital Advisory Committee, 1 year term ending 6/30/2017
- John Moses: IT Capital Advisory Committee, 1 year term ending 6/30/2017

Documents:

TREE-MARSHALL.PDF
COA-FIDLER.PDF
TOC1033 CHRISTOPHER LAVALLEE.PDF
TOC1032 JOHN MOSES.PDF

RECEIVED
2016 AUG 18 PM 1:05
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

14. **MEETING MINUTES**

- Regular meeting Minutes: May 23, 2016
- Regular Meeting Minutes: June 6, 2016
- Regular Meeting Minutes: June 27, 2016
- Executive Session Minutes: June 27, 2016
- Regular Meeting Minutes: July 11, 2016
- Executive Session Minutes: August 1, 2016

Documents:

5-23-16 BOS MINUTES.1.PDF
6-6-16 BOS MINUTES.1.PDF
6-27-16 BOS MINUTES.1.PDF
7-11-16 BOS MINUTES.1.PDF

15. **SELECTMEN LIAISON REPORTS & REFERRALS**

16. **PRESS QUESTIONS**

17. **EXECUTIVE SESSION**

- Strategies with respect to Collective Bargaining
- Strategies with respect to Negotiations with Non-Union Personnel

NEXT REGULAR MEETING: September 12, 2016

BOARD OF SELECTMEN MEETING AGENDA
September 12, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 SEP -8 PM 2:22
TOWN OF CHELMSFORD
ONORINA T. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

   - Bette-Mae Flaherty, Library Book Sale:Town Offices Gym, 9/16 - 9/18, 9 AM -
   - Becky Warren, Farm Fair: Barrett-Byam Homestead, 9/17, 12-4 PM
   - Sue Rosa, Board of Health Events: ADHD Seminar 9/21, 7 PM at the Library; Overdose Vigil 9/25 6:30 PM on the Common, Youth Substance Use 10/19, & PM at the PAC
   - Tricia Dzuris, Ron Hubbard & Charlene Svenson, AppleFallFest Events from 9/23-9/25 Apple FallFest on the Common, 9/24 10 - 3

   Documents:

   FARM FAIR.PDF
   BRENDAN MAHAN PRESENTATION-MANAGING ADHD TO INCREASE FOCUS AND PRODUCTIVITY (WITH OR WITHOUT MEDICATION).PDF
   VIGIL FLYER CHELMSFORD - 2016.PDF
   FLYER FOR OCTOBER 19TH LEEANNE DODGE YOUTH SUBSTANCE USE.PDF
   FALLFEST FLYER-2016.PDF
   JAIL AND BAIL.PDF
   APPLEFALLFEST SCHEDULE OF EVENTS.PDF

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

   Documents:

   COMMITTEE VACANCIES.PDF

5. **PUBLIC HEARINGS**

   - Public Hearing on Impoundment of Dangerous Dog: Valerie Kopacz, 42 Bridge St

   Documents:

   KOPACZ-IMPOUNDMENT HEARING.PDF

6. **REPORTS & PRESENTATIONS**

   - John Sousa, Treasurer/Collector: Vacate Foreclosure, 379 Acton Rd.
   - Bill Griffin, 101 Mill Rd. Committee

   Documents:

   VACATE FORECLOSURE-379 ACTON RD.PDF

7. **TOWN MANAGER REPORTS**

8. SIGN FALL ANNUAL TOWN MEETING WARRANT

Documents:

2016 FALL ATM LIST OF WARRANT ARTICLES.PDF
2016 FALL ANNUAL TOWN MEETING WARRANT.PDF

9. APPOINTMENTS

- Alistair Redman: CCA Advisory Committee, 1 year term ending 6/30/2017
- Laura Smith: Economic Development Commission, 3 year term ending 6/30/2019

Documents:

REDMAN-CCA-APPLICATION.PDF
TOC1036 LAURA SMITH.PDF

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

12. EXECUTIVE SESSION

- Strategies with Respect to Collective Bargaining

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2016 SEP -8 PM 2:22
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

BOARD OF SELECTMEN MEETING AGENDA
JOINT WITH FINANCE COMMITTEE & SCHOOL COMMITTEE
September 19, 2016

School Administration Building, 230 North Road
Chelmsford, MA 01824

RECEIVED
2016 SEP 14 PM 4:31
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **DARLENE LUSSIER, TOWN ACCOUNTANT**
   - FY 2016 Budget Report

3. **SAM CHASE, BOARD OF ASSESSORS CHAIRMAN**
   - Report on Property Revaluations
   - Report on Property Inspections

4. **PAUL COHEN, TOWN MANAGER**
   - Fall Annual Town Meeting Warrant Articles / Financial Requests
   - FY 2018 Budgetary Guidelines

5. **JOHN SOUSA, FINANCE DIRECTOR/ TREASURER**
   - Report on Middlesex County Retirement System Actuarial Valuation

BOARD OF SELECTMEN MEETING AGENDA
September 26, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 SEP 22 AM 11:12
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**
2. **PUBLIC SERVICE ANNOUNCEMENTS**
3. **OPEN SESSION**
4. **COMMITTEE VACANCIES**

   Documents:

   COMMITTEE VACANCIES.PDF
5. **LICENSES**
   - Common Victualer License: Rasko's Diner, 11 Central Square

   Documents:

   COMMON VICTUALER RASKOS.PDF
6. **PUBLIC HEARINGS**
   - Verizon: Pole Petition, Progress Ave

   Documents:

   PROGRESS AVE POLE PETITION.PDF
7. **REPORTS & PRESENTATIONS**
   - Steve Jahnle, Assistant DPW Director: Intersection Improvements at Concord, Parker and Boston Roads
8. **TOWN MANAGER REPORTS**
   - Halloween

   Documents:

   CHIEF SPINNEY-HALLOWEEN.PDF
9. **TOWN MANAGER BID AWARDS**
   - Branding and Wayfinding Design Services

   Documents:

   AWARD APPROVAL BRANDING AND WAYFINDING.PDF
10. **BOARD OF SELECTMEN RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES**

Documents:

2016 FTM LIST OF WARANT ARTICLES.PDF
2016-FTM-TOWN MEETING PRESENTATION.PDF

11. APPOINTMENTS

- Gary Frascarelli: Sign Advisory Committee, 3 year term ending 6/30/2019

Documents:

TOC1037 GARY FRASCARELLI.PDF

12. MEETING MINUTES

- Executive Session Meeting Minutes: August 22, 2016
- Executive Session Meeting Minutes: September 12, 2016

13. SELECTMEN LIAISON REPORTS & REFERRALS

14. PRESS QUESTIONS

15. EXECUTIVE SESSION

- Strategies with respect to Collective Bargaining

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2016 SEP 22 AM 11:12
TOWN OF GUILFORD
ONORINA Z. MALONEY
TOWN CLERK

BOARD OF SELECTMEN MEETING AGENDA
October 3, 2016
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED
2016 SEP 29 PM 2:44
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. **7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**
2. **PUBLIC SERVICE ANNOUNCEMENTS**
3. **OPEN SESSION**
4. **COMMITTEE VACANCIES**

   Documents:

   COMMITTEE VACANCIES.PDF
5. **PUBLIC HEARINGS**

   - Continuation of Verizon Pole Petition: Progress Ave

   Documents:

   PROGRESS AVE POLE PETITION.PDF
6. **TOWN MANAGER REPORTS**
7. **DISCUSSION AND VOTE ON ENGAGING IN THE PROCESS TO CHANGE HEALTH INSURANCE BENEFITS OR TRANSFER TO THE GROUP INSURANCE COMMISSION UNDER G.L.C.32B, SECS.21-23**
8. **BOARD OF SELECTMEN RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES**

   Documents:

   COPY OF 2016 FTM LIST OF WARANT ARTICLES.PDF
9. **MEETING MINUTES**

   - Regular Meeting Minutes: August 1, 2016

   Documents:

   8-1-16 BOS MINUTES.1.PDF
10. **SELECTMEN LIAISON REPORTS & REFERRALS**
11. **PRESS QUESTIONS**
12. **EXECUTIVE SESSION**

    - Strategies with respect to Collective Bargaining

REVISED
10/12/16

BOARD OF SELECTMEN MEETING AGENDA
October 17, 2016
Senior Center 75 Groton Road
North Chelmsford, MA 01863

1. 6:30 P.M. **CALL TO ORDER**

2. **LICENSES**

- Special License to Sell Wine at an Agricultural Event: Aronap Cellars LLC, Agway Farmers Market, 24 Maple Road 11/5/2016 - 2/25/2017
- One Day Beer & Wine Licenses: Senior Center 75 Groton Rd, 11/3/2016 & 12/15/2016

Documents:

AARONAP WINE AT WINTER FARMERS MARKET .PDF
1 DAY SENIOR CENTER .PDF

3. **SIGN WARRANT FOR STATE ELECTION**

4. **BOARD OF SELECTMEN RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES**

Documents:

BOS RECOMENDATIONS-2016 FTM LIST OF WARRANT ARTICLES.PDF

RECEIVED
2016 OCT 13 AM 11:51
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

REVISED

BOARD OF SELECTMEN MEETING AGENDA
October 17, 2016
Senior Center 75 Groton Road
North Chelmsford, MA 01863

1. 6:30 P.M. **CALL TO ORDER**

2. **BOARD OF SELECTMEN RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES**

Documents:

BOS RECOMENDATIONS-2016 FTM LIST OF WARRANT ARTICLES.PDF

RECEIVED
2016 OCT -7 PM 3:53
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK